

# College and Research Libraries

Fees for Research Library Use by "Outsiders"

Library of Congress Cards

Encouragement of Reading

Television and the Library at Iowa State

Librarian, What of the Book Jacket?

New Periodicals of 1952

Interlibrary Loans: A Symposium

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Studies Completed and in Progress

Annual Report of the Executive Secretary, ACRL

Vol. XIII, No. 4, October, 1952

Association of College and Reference Libraries



# Compton Comment

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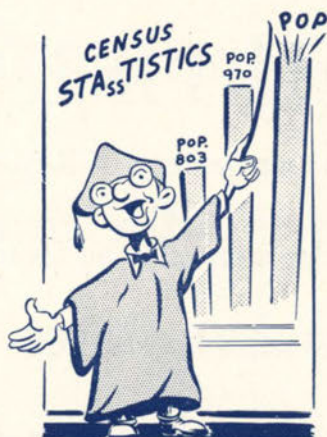
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# College and Research Libraries

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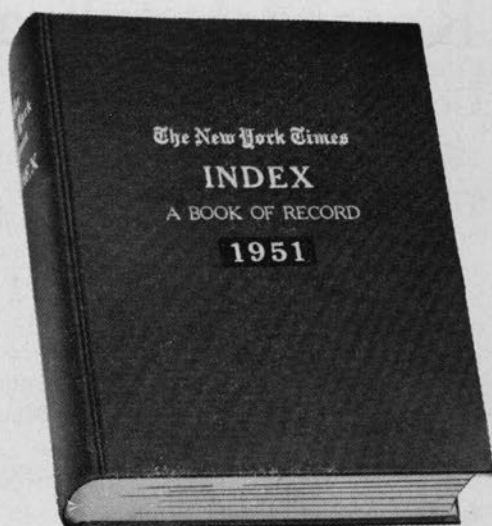
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October, 1952

Volume XIII, Number 4

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# Fees for Research Library Use by "Outsiders": A Symposium

WHEN THE EDITORS received the statement of Dr. Sypher, it appeared that an important problem of general concern had been opened for discussion. In an effort to bring together the specific thinking on the problem, Dr. Metcalf and Dr. White were asked to comment on the situation in their institutions. Dr. Wilson was asked to provide his general observations on the problem.

By WYLIE SYPHER

## Views on the Fee Policy\*

*Dr. Sypher is dean of the Graduate Division, Simmons College.*

FIRST MAY I stress that I do not speak as a professional librarian but as one who is often responsible for appointing young scholars to teaching positions, as one who has used great research libraries here and abroad, and as a Harvard graduate who is disturbed by the present policy of fees at Widener. May I also say that I am idealist enough to view the research library essentially as an educational institution rather than as a business that must pay its way; its educational service, in fact, is precisely the claim of the private research library to donations or endowments.

Certainly I have no argument against levying fees upon undergraduates or graduate students who wish to use the Harvard Libraries as an aid to completing their degrees in another institution. Instead, I am concerned with the increasing fees levied by research libraries if they are levied on *bona fide* scholars not primarily occupied in earning degrees in "outside" institutions, if they are levied

primarily as a means of revenue, if they are levied as a sole method of "screening" readers, and if they are levied on the principle of so much per book borrowed.

A letter recently circulated among the Greater Boston chapters of the American Association of University Professors puts the case against the current Harvard policy very adequately: "Such a policy can be a genuine impediment to qualified scholars and teachers who have hitherto depended on the principle of free availability of library resources for their research. It tends to place research on an ability-to-pay basis and may appreciably increase the cost of scholarship for young teachers, who are least able to afford it. It suggests, furthermore, a precedent for other research libraries—a precedent that might impose a general limitation on scholarship. It suggests a parochial use of great research libraries that have been endowed and enriched precisely because they can be of national, rather than institutional, status."

I confess that my concern is not only for the research workers: the ordinary undergraduate teacher, if he is taking his teaching seriously, often needs the resources of great "research" libraries as badly as the scholar engaged solely in research; and the distinction between the

\* In the College Group of the Mid-Winter Meeting of the Massachusetts Library Association, in Boston, February 21, 1952, Keyes D. Metcalf stated the case for the new policy of fees at Widener Library. The following is a summary of the reply to Mr. Metcalf.

teachers engaged in research and teachers engaged simply in teaching is in many ways a false and damaging one, since the teacher engaged solely in teaching may be doing as much for education as the research worker. This teacher, carrying a full schedule of classes, seldom has time to work in Widener itself; he must actually borrow the books he needs—at twenty cents per volume. Now more than ever, younger men who have completed their Ph.D.'s and who have been trained in research are compelled to take positions, often in remote colleges, at obviously inadequate salaries. As one librarian has said, teachers are getting poorer and poorer. They simply cannot afford to continue their research or scholarship if specialized libraries, as a group, levy fees. And under the Farmington plan, many libraries in the future may become specialized collections.

The suggestion has been made that each college establish a "research fund" to cover the fees of its faculty who need to use research libraries. Such a plan encourages undesirable competition between members of the same faculty; it also means that a teacher has to *prove* his right to research materials. Besides, any such fund would probably be more available to the older teachers on the faculty than to the incoming young men, who are the grass roots of scholarship throughout the country. In addition, it is often difficult, especially in the humanities, to predict what materials will be needed for completing a project in research, which is apt to expand in unexpected directions.

In short, the current tendency to levy fees would seem to build tariff walls about the major research libraries and create a monopoly on research materials for those who are already affiliated with major research institutions. At the moment there are few enough inducements to enter either scholarship or teaching. One of these inducements has traditionally been freedom of access to books. A policy of fees could help close careers to talents, especially the younger talents.

Here we come to an uglier question: the question whether Harvard has the right to impose such fees while it solicits philanthropy by making pleas for "The maintenance of the Widener Library on its present status as the greatest university library in America. . . . Widener is pre-eminently a graduate-service institution, and deserves widespread support on this basis" (Open letter from The Harvard Foundation for Advanced Study and Research). The temptation is strong to say that if Widener receives this widespread support and then makes its materials freely available only to scholars and research workers who are directly affiliated with Harvard, we must do all we can to promote public support for public, free libraries. This, of course, may mean the government in the research library. Yet if the private university library cannot adequately serve the needs of scholars—especially the young scholars now employed as underpaid teachers—it has weakened its claim to be looked upon as an educational institution in the national and social sense of the term.

I shall not stress my doubt about the effect of fees on public relations. According to Mr. Conant's 1950-51 President's Report, "Without the College Library the scholars in the social sciences and the humanities would be helpless; . . . some \$600,000 represents Harvard endowment income that goes to provide facilities required by scholars." Whether the \$4,000 a year collected from fees paid to Widener by "outside" scholars is adequate compensation to Harvard for the resentment and embarrassment these fees have caused is a question I cannot answer.

Without wishing to dramatize, I am inclined to quote John Milton, who in the seventeenth century wrote that he who kills a book strikes at that ethereal and fifth essence, the breath of reason itself. Milton was protesting against the political censorship of books. May not this sort of library fee be a form of economic censorship, based on one's ability to pay? Is this censorship of a lower order than political censorship? These are important questions for librarians to ponder.



## The Situation at Harvard

*Dr. Metcalf is director of libraries, Harvard University.*

THE HARVARD Library seems to have been responsible for current discussion of library fees for "outsiders" because it raised the question for consideration at meetings of the Association of Research Libraries and the Association of College and Reference Libraries, and because it changed its own fee system a year ago. Consequently its librarian is glad to have this opportunity to describe exactly what action Harvard has taken and to consider as objectively as possible the general problem of fees that are charged for the use of university libraries.

As far as can be learned, a fee—\$5 per annum for Harvard graduates and for other persons not connected with the university who wished to use more of the Harvard College Library than its reading rooms and catalogues and had applied and were accepted by the library—was first provided for during 1878, within a year after Justin Winsor became librarian of Harvard College. This remained in effect for seventy-three years without change until, on July 1, 1951, in accordance with recommendations of the librarian and the Faculty Library Committee, the president and fellows of Harvard College authorized the new regulations described below.

The amount of the fee was changed from \$5 to \$10 per annum. A custom of exempting many persons from payment of the fee had grown up, but it was now agreed that very few exceptions would be made. The new fee continued to permit unlimited use of library books within the building, but, unlike the old one, entitled each person who paid it to borrow not more than fifty books for home use. Anyone who wishes to borrow more than that number must now pay a second \$10 before he borrows the fifty-first book; the second fee, of course, entitles him to use the library for a year from the date of payment and to borrow another fifty books during that period. No change was made in the established custom of lending books to other libraries free of charge except for transporta-

tion costs. Visiting scholars from outside the Boston metropolitan area continue to pay no fee, except that they are now regarded as local residents and charged \$10 if they use the library for longer than three months or if they wish to take out books for home use.

The policy of charging local residents who have no connection with the university is not new, and the increase from \$5 to \$10, considering what happened to the price scale between 1878 and 1951, could hardly be called unreasonable. There has been little comment on the policy of strict enforcement, as it is realized that complications are sure to result if exceptions are made for any one other than a few special groups such as persons who have made large gifts. Indeed, the total number of complaints has not been large, although the librarian has gone out of his way to invite comment. Of the objections that have been made, the most common are that the fifty-book limit is undesirable; that, in any case, there ought to be no limit on those who have Harvard degrees; and that out-of-town visitors ought not to be charged for taking books from the building.

The extent to which the Harvard Library is used by "outsiders" has some bearing on the problem. Widener, the central unit of the university library, has served as many as 1200 visiting scholars during a year in addition to several hundred residents of the Boston area, and now handles approximately 10,000 applications for interlibrary loan per annum. Houghton, which houses most of Harvard's rare books and manuscripts, is used by about 1200 individuals in the course of a year, and nearly half of these have no direct connection with the university. No figures are available for total use of the university library, which contains nearly 5,750,000 volumes and pamphlets, only about one-third of which are in the Widener building, but it has been estimated that, if Harvard were thinking of its own work alone, it could be served very nearly as well by a collection only half so large as it has. The university spends two million dollars annually on its library; at least a quarter of this sum has to be spent

because the library has become, for practical purposes, a national institution.

Another consideration bearing upon the question of fees is that Harvard graduate students, when they are writing their dissertations after having completed their course work, pay \$100 per annum as tuition. This has been known in the past as a "library fee" though it entitles students to use of laboratories and to consultation with members of the faculty as well as to library privileges; in any case, it may not seem entirely fair for Harvard to require its own students to pay this if it admits persons from other universities, who have never paid any Harvard tuition, to free use of its library for more than a short period of time.

Receipts from the \$10 fee for use of Widener amounted, during its first year, to \$4,300, or two-thirds of one per cent of total Widener expenditures. Obviously, the monetary return is not of vital importance, though this income was spent for books, and an extra \$4,300 for that purpose is not to be ignored in these days of restricted budgets and inflated prices.

Dean Sypher's article is an excellent statement of the dangers that scholarship would face if a system of institutional tariff barriers were to arise. Librarians can readily understand this attitude, and so can scholars, particularly those Harvard students and instructors who hope to use the Harvard Library, or other libraries for that matter, after they have left the university and had counted on being able to do so free of charge.

The writer, however, believes that the crux of the matter is not the \$4,300, nor the fact that the actual cost of lending a volume for home use comes to more than the twenty cents that is charged, nor that Harvard, if it charged no fee, would be subsidizing "outsiders" from its endowment funds and reducing the service that it can give to members of the university for whom it has primary responsibility. The crux of the matter, he submits, relates to the effect of fees on public relations and on interlibrary cooperation.

Many of the books and many of the funds that have been given to the Harvard Library have been given, it is asserted, because the Library is a national institution with resources available to all scholars. Consequently, the argument continues, the library has no right to charge for the use of material that has come to it on this basis. On the

other hand, it can be argued that a very large percentage of the books and funds came from men interested in Harvard only, and one might add that prospective donors might well hesitate to give money to a great research library that was dissipating its funds by welcoming all comers free of charge. Certainly, if Harvard is not to maintain a public library for Cambridge or for the whole Boston area, there must be some restrictions.

The second question, which seems still more important, is whether Harvard's fee will help or hinder interlibrary cooperation. Though it has the country's largest university library, Harvard is fully aware that it cannot possess all the books that its scholars need, but must expect in the future to depend more and more on other libraries. It is continuing to support plans and programs for joint acquisition, cooperative storage, further extension of interlibrary loan, development of union catalogs and lists, and similar enterprises, all of which it regards as essential. The dangers of tariffs and other restrictions are realized. Harvard hopes that scholars in other institutions, when they cannot find the material they need at home, will continue to visit its library and to borrow from it through interlibrary loan.

The answers are not obvious. Surely the whole problem deserves careful study with all its ramifications in mind. A cooperative acquisition program may call upon the library to spend \$10,000 per annum for books that it would not otherwise purchase but is acquiring for the sake of the country as a whole. This, of course, is only the first step, for processing the books may cost a second \$10,000, and storage as much more. If these books, on which perhaps \$30,000 has been spent, are then used more frequently by "outsiders" than by members of the university's own faculty and student body, it seems inevitable that there will be objections to the cooperative program in question. It may be easier to answer such objections if the library is, at least, collecting from outside users part of the cost of actual service to them.

These are the essentials of the problem of fees as this author sees it; he does not think he knows what ought to be done, but has welcomed this opportunity for discussion because he is convinced that the question is important, and will become of greater importance if library cooperation is extended as he hopes it will be.



## The Situation at Columbia

*Dr. White is director of libraries and dean of the School of Library Service, Columbia University.*

TUITION AT Columbia was \$12.50 a point at the end of World War II. In 1946-47, it rose to \$15 a point; in 1948-49 to \$20. Further measures to meet rising costs had to be taken by 1951, but no one wished to see tuition go any higher. After weeks of discussion, it was decided to leave tuition at \$20 a point, with \$300 as the upper limit for a semester, and raise the university fee from \$10 to \$20 a semester. Up to that time, no one but students formally registered for instruction and research had paid the university fee. The assumption had been (a) that income from these students would splice out endowment income enough to meet the university's costs and (b) that the fairest method of sharing part of these costs among those who helped create them was to confine charges to persons formally registered for course work. The facts brought to light in 1950-51 indicated that neither of these assumptions remained valid and so the application of the university fee was broadened to permit independent registration for the use of certain facilities, including the libraries.

Columbia feels obligated to underwrite the entire library cost of supporting the work of its own officers. A similar obligation holds for those whose work is directly associated with the university in some other important connection. Examples are the Friends of the Columbia Libraries, who are at work in the university's behalf, and officers and students of affiliated institutions.

There are others besides these officers and associates who do not pay the university fee. Any 'visitor' is authorized to use the libraries as a courtesy outright. For simplicity of administration, a 'visitor' is defined as any alumnus, scholar from another university, or other serious reader whose library needs are brief and non-recurring. Experience shows that the needs of most of those who make quick visits to New York City or who come to the university to consult unique materials can be met well within two weeks, a period which

was hit upon in an effort to find a hospitable definition of what is meant by "brief." Requests for the corporation to bear the full cost of service beyond this normal limit usually come from persons who live within commuting distance of the campus and whose library needs are recurring.

There is another class of visitor. It consists of men and women from the Old World and the New who are tapped for writing or research of marked importance and who seek temporary residence at Columbia to further their work. Every effort is being exerted to underwrite the cost of library service to these visiting scholars and each year we are pleased to be able to serve so large a number of them. Procedure for handling their applications is in the hands of the dean of the Graduate Faculties.

It should be stressed in this connection that Columbia has no library fee and the administration of the university fee lies outside the libraries—just as it lies outside the classrooms and the laboratory. The library staff offers service under policies fixed by duly authorized officers of the corporation.

Thus far, we have given attention to readers for whose work the corporation undertakes to pay all library costs. There are others on Morningside Heights who, it was concluded, may reasonably be allowed to share to some extent in these costs. Some of them are working toward advanced degrees. Columbia's reputation as a center of graduate study has, over the years, brought to the libraries an increasing number of students who, having completed course requirements for some advanced degree, remain in residence to use the libraries while doing their research and writing their dissertations. Estimates placed the number of these students at 750 in 1950-51. While many of these well-sifted, energetic students all but live in the libraries, full-time residence prior to the fall of 1951 was free of charge if the student required nothing but library service. The average residence of these readers is around two years, but some of them remain with us a much longer time.

It was agreed in 1951 that there is another

group which could reasonably be asked to share in the cost of operating the facilities they used. This second group consists of persons whose work, often of the first importance, requires prolonged use of the libraries, but who are not at work in, or on call of, the University. New York City has no wealth greater than its wealth of human talent in widely assorted fields of achievement, and these highly-trained scholars and citizens have turned to the Columbia Libraries in impressive numbers. The guest clientele of the libraries probably reached its peak in the years immediately preceding Pearl Harbor. During the war years when these eager demands had let up a bit, our guest population was once estimated to be equal to the student population of Dartmouth College which was then spending more than \$125,000 a year on its library. Up to World War II, Columbia library policy might be likened to the hospitality of the patrician of times long past who did not have to trouble himself or his guests with the delicate question of where the money was coming from to pay the bill. That is, the university expected to set a good table for those officers and registered students whom the libraries exist primarily to serve—and would it not add to the pleasure of all if as many guests came as chose to do so and shared freely what the table afforded.

It has often been pointed out that until recently the Columbia Corporation operated what amounted to a public library. Building superintendents and landladies in the neighborhood pushed the idea a little far by pointing out that their tenants would have access to the University Libraries, and certainly it did not improve library service on the campus to have books borrowed and placed on reserve at nearby institutions where library facilities could stand a little strengthening. But skipping over such excesses, Columbia found—and still finds—pleasure in the idea of sharing its facilities as freely as its resources permit. This goes for instruction facilities and laboratory facilities, no less than for library facilities. The present high charges are not of Columbia's liking nor of her choosing and she is working doggedly, and will continue to work doggedly, to regain a position financially which will enable her to shoulder enough of her library and other costs to keep from denying any deserving person access to her facilities

on the ground of financial need.

Meanwhile, the times confront us with some stern alternatives. Columbia receives no tax money. Every dollar she spends comes (a) from some voluntary gift, (b) from income produced by such a gift or (c) from tuition and fees paid by those who register to use her facilities. In spite of heavy taxes, gifts from friends who understand the plight of the independent universities have increased significantly, but not rapidly enough to offset rising costs. Faced by these circumstances, the corporation has had to choose between lowering its standards on one hand and on the other asking those who utilize its services to bear a somewhat larger share of the costs which they help create. Following are some of the reasons which led to the conclusion that it would be fair and right to include library costs among those to be partly shared in this way:

1. It is beyond the resources of the corporation to entertain any idea of offering to pay all of the library costs of all of the thousands of intelligent people who would stand ready to use the Columbia Libraries if the doors were thrown open to all who are capable of making fruitful use of them.

2. Columbia values the opportunity for library service which her location at one of the main crossroads of the world gives her, but the tendency in these times for income to lag behind university requirements poses a question about priority of claim which is even more difficult than in normal times. It is, please note, not a question of her willingness to share her library resources with the public; Columbia takes the greatest pride in her long record of fidelity to the public interest. It is a question rather of how she can *best* invest her resources, of how she can avoid overstretching her commitments and continue to render the *highest quality* of service. In approaching library costs, it will perhaps be agreed universally that her first obligation, if a choice has to be made, is to support her duly appointed officers and her duly registered students. This at least has been an assumption which has influenced recent revision of her library policy.

3. The method of registering readers must be kept simple and not costly to administer. To those whose experience is limited to the university which is never visited in large numbers by persons who have no direct connection with the institution, it may seem simple and inexpensive to grant access on the basis of capacity to make fruitful use of a university library. A little thought will show that it is neither simple

nor inexpensive to administer a metropolitan university library on this basis. Moreover, it runs against the grain to be denied access to a library on the ground that others are *better qualified* than you are to make fruitful use of a library.

4. This brings us to another advantage of the new system—its fairness. It gives the registered student a better deal. Part of the advantage of a further boost in tuition was gained by passing on to unregistered students costs which they were helping create. The student who maintains residence to use the libraries can as reasonably be asked to pay a small share of library costs as the regular student can be asked to pay higher tuition; and as for capacity to pay, the more settled citizen who registers to use the libraries is, as a rule, better able to pay \$20 a semester than either of the other two. Some of the mature citizens whom the libraries serve have been quick to comment on the fairness and simplicity of the new scheme and seem to welcome an opportunity to help “pull their weight.”

5. The present policy helps to even up service to alumni. Heretofore, the accident of location has given alumni living within commuting distance service which the university could not hope to extend those farther away.

6. For a good many years, certain highly trained people have been ineligible to use the Columbia Libraries for reasons of their occu-

pation or business connections. The exclusion came about in the first place, I am assured, because the libraries were compelled to draw the line somewhere, but exclusion on grounds of a commercial or industrial connection in a society like ours is pretty difficult to countenance. The new system is both more wholesome and simpler to administer.

7. When university library service is properly evaluated, it is a bargain at \$20 a semester. It amounts to buying three to six good books in return for the opportunity to use a million or two and to receive in addition the attention of three or four hundred devoted librarians.

No qualified reader should be denied access to good university library service for want of funds—if it can be avoided. Like other good things, however, such free access is not really free at all. It is made free to some of us because others pay the costs for us. The larger question is one of university library financing. One way to help maintain the university library standard to which we are accustomed is to allow a larger number of those who benefit from the services of the library to share in the cost of these services. How much we rely on this method will depend on how well society succeeds in finding other ways to pay its university library costs.

By LOUIS R. WILSON

## Should Research Libraries Impose Fees Upon Visiting Scholars?

*Dr. Wilson is dean-emeritus, Graduate Library School, University of Chicago and professor of library science, University of North Carolina.*

THE QUESTION whether research libraries should impose fees upon visiting scholars has assumed new importance as a result of the revision of its fee for the use of the library by “outsiders” which Harvard University put into effect July 1, 1951. Objection to the action taken has been voiced in a letter circulated among the Greater Boston chapters of the American Association of University Professors and by Dean Wylie Sypher, of the Graduate Division of Simmons College.

As I understand it, the revision, to a part of which objection is made, resulted in three

changes: (1) The fee of \$5.00 per year which Harvard, since 1878, had charged for library use by “outsiders,” was raised from \$5.00 to \$10.00 per year. (2) The library began to enforce the rule more strictly than it had in the past because exceptions that had previously been made fairly frequently sometimes caused complications. (3) The number of books that could be withdrawn for home use within one year was placed at fifty, and if more than fifty were borrowed, another permit would have to be secured and an additional \$10.00 paid.

The “outsiders” with whom the library has dealt in the past fall into three categories: (1) the residents of the metropolitan area who had a Harvard degree; (2) the residents of the metropolitan area who had never had



any connection with Harvard; and (3) visiting scholars. The Harvard graduate student who is no longer taking courses, but presumably is working on his dissertation, pays \$100.00 per year, but he does not fall within the categories mentioned. Visiting scholars who use materials in the library have not been subject to the fee in the past, and are not required to pay it now unless they wish to use the library for more than three months or borrow books for home use. In those instances, the fee is imposed.

The problem with which the university dealt is a very real one, and is common to all large university libraries, but particularly to libraries of universities located in metropolitan areas. So far as categories one and two are concerned, it has long seemed to me that a fee of some amount might well be charged since the users who find themselves in those categories are residents of the metropolitan area and in a sense are supporting one of their own local institutions whether they are connected with the university or not. It has likewise seemed entirely appropriate to me, though I know of the hardship which it imposes upon them, for graduate students who are not pursuing courses to pay a considerable fee. However, they make heavy demands upon the library for materials and services while preparing for examinations or completing dissertations. They also are likely to confer with instructors concerning their dissertations and thereby utilize time that must be taken from teaching or research.

But for those who fall into category three (visiting scholars), I think the case is somewhat different. If looked at simply from the point of view of the service and cost involved, the fee may seem to be wholly justified. But these appear to be minor considerations. The major consideration is, as Dean Sypher points out, that the practice places a limitation upon the use of the resources of America's greatest university library and, to the extent that it limits use by visiting teachers and scholars, it limits the pursuit of teaching and research. In fact, it does more than that, even though it places the limitation only on visiting scholars who use the library for more than three

months or who borrow books for home use. It sets an example which might be followed by other research libraries. It thereby introduces what may become an obstacle to co-operation among libraries and scholars which is increasingly recognized as the most practical means of meeting the needs of scholars in the face of the almost astronomical multiplication of materials in subject fields and the soaring costs of books and services.

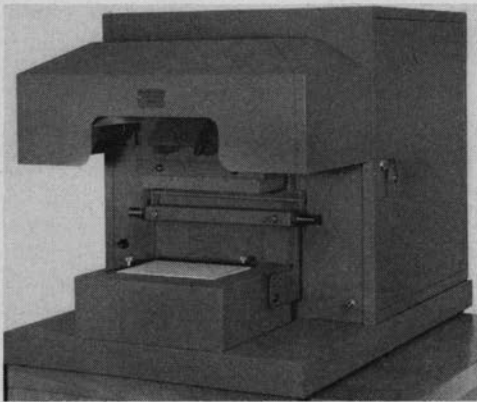
It likewise poses a threat to the comity which exists among American universities, a thing that has value in itself, since all universities find need upon occasion to draw upon the experience and resources of one another in achieving their common goals. The withdrawal of one institution from the circle breaks the informal exchange of information and assistance among universities from which all in varying degrees may at some time profit.

Harvard's standing as one of the nation's very greatest universities carries with it many obligations other than balancing the budget of a specific department or school or library. Its principal obligation is to enhance scholarship, to discover new knowledge. Obviously, it will fulfill this obligation largely through its own staff. But it can at the same time add to the total contribution it makes to learning by aiding the visiting scholar who uses its library services and facilities for more than three months or who borrows books for home use. The imposition of the fee raises the question whether or not the privilege of the use of the library is offered in the spirit which characterizes other forms of university comity and co-operation. The university is the recipient of great gifts in order that it may meet its principal obligation. And the library, being the largest university library in the nation, should be enabled by the university to promote the advancement of scholarship in this way just as the university achieves other scholarly objectives through fellowships, grants-in-aid, and appropriations for research, publications, and other purposes. This is but another means, and at times a most effective one, by which the university may directly contribute to the advancement of the cause of scholarship throughout the world.

# Photo-Clerical Experiment

*Dr. Shaw is librarian, U. S. Department of Agriculture.*

EXPERIMENTATION in the Department of Agriculture Library over the last three years in the use of a camera for the performance of clerical routines, such as follow-up on book orders, overdue, or missing issues of periodicals, indicated that this new technique offers possibilities for simplification of library routines, and for improvement of library services through reduction of the amount of time which must be spent on these routines.



Since the savings result primarily from improvement in systems made possible through the use of the new photographic equipment, rather than from the use of the cameras alone, it is obvious that the conditions under which the cameras are used are really more important than the machines themselves in determining whether improvements in library management may be expected generally through their application.

A grant made by the Carnegie Corpora-

tion of New York through the American Council of Learned Societies has made it possible to build ten of the new cameras (see figure) and processors and to experiment with them under ten different management situations.

A manual on the photoclerical processes has been prepared. Each of the cooperating libraries has undertaken to experiment with as many of the applications shown in the manual as seem feasible, and will also experiment with other applications of their own. A reporting system has been set up which will show the method used in the past for each of the experimental operations and the cost of performing each operation the old way. It will then report the new method and the costs involved under the new method. Our reporting system will let each of the cooperating libraries know what the others are doing. In setting up our experiments we have agreed that it is quite as important to know the areas in which the machine applications are not profitable as it is to learn the areas in which applications show savings in cost or improvements in service.

Since experience at the Department of Agriculture Library over several years shows that proper application of this new method to large scale operations can be very profitable, there is no need to prove this fact. Thus, the experiments are set up to find out what the process is good for under each set of conditions, *and also to find out where it is not as efficient as manual processes*, so that the report which results may be a guide to more efficient general application. In order to determine the size of library in which the equipment is justified

a small college library has been included as has a State Library Agency, which we hope will be able to test some small public library operations.

The funds provided by the Carnegie Corporation will pay for the cameras and processors, and for incidental expenses. Each cooperating library will contribute the labor and materials required as well as the time required in planning, in cost studies, and in designing and installing the new routines.

The libraries cooperating in this experiment include five university libraries: Yale University Library, Columbia University Library, University of Chicago Library, University of Illinois Library, and the University of California Library. The three large public libraries participating are the Brooklyn Public Library, The Enoch Pratt Free Library and the Detroit Public Library. Goucher College Library represents the small college libraries; and the Ohio State Library will give us experience in application at the state library level as well as in extension operations. In addition, the Department of Interior Library is cooperating, and is paying its own cost completely, including the cost of the equipment. The

author is heading the cooperative project.

The experiments will be conducted over a two year period after which the experience of the group will be summarized in a report on the project. Since the purpose of this experiment is to provide objective data on the basis of generalized experience, the cooperating libraries have agreed that neither the manual nor the results of individual experiments will be published until we have completed the two years<sup>1</sup> of experimentation in all the cooperating libraries and have prepared our report based on the total experiment.

The cooperating libraries have been making intensive studies of present methods of performing routines. The machines built specially for this project by Remington-Rand have been delivered. The experiments are now under way. We look forward to a very stimulating and instructive two years and hope that the final results may make a contribution to library management.

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<sup>1</sup> We are informed that the cooperating libraries have all been working so intensively and enthusiastically that the experimental work will be completed before the end of 1952, and a preliminary report, at least, will be ready before the next ALA conference.—[Editor's note]

## Eastern College Librarians' Conference

The Eastern College Librarians' Conference will meet at Columbia University, Saturday, November 29, 1952. The topic for discussion will be "Microtext in the Management of Book Collections." Among the participants in the program will be Sidney Butler Smith, Miles O. Price, Keyes D. Metcalf, Flora Belle Ludington, James T. Babb, Charles F. Gosnell, Ralph R. Shaw, Morris Gelfand, Eileen Thornton, and Donald Cameron. The future pattern of the Conference will also be discussed.

## Additions and Corrections to Decimal Classification

Beginning with the January 1952 issue, the Decimal Classification Section's quarterly publication, *Notes and Decisions on the Application of the Decimal Classification* started its third series, which includes additions and corrections to the 15th edition, as well as other notes relating to the application of both editions. While some of the notes and decisions in the first two series have been superseded, most of their content is still in force. Issues of *Notes and Decisions* from 1934 through 1948 may be purchased from the Card Division of the Library of Congress for \$3.45 a set; from 1949 to date, from the Superintendent of Documents, U. S. Government Printing Office, Washington, D. C., at 30 cents per year. The price of a single issue is 10 cents.



# Fifty Years Young: Library of Congress Cards

*Mr. Walter is chief, Card Division, Library of Congress.*

EVERY UNIT of the Library of Congress is in some particular way, directly or indirectly, a servant of the Congress, the government, and the people of the United States. But it is the service of the Card Division, authorized by an act of Congress just fifty years ago, which is at the fingertips of the people in the Tarkios, the Chillisnoethes, the Opelousas, and the Peshtigos throughout the whole of this broad land. In these, and nearly 9,000 other towns, millions of Americans every year thumb through the LC 3 × 5 cards to select the literature they may choose.

Could the librarian of historic Plymouth, Massachusetts, or the more youthful Beaver, Utah, fulfill the myriad responsibilities of community life and also classify each library volume in accordance with the most exacting canons of library science? That is indeed a rhetorical question, for reliance on the LC catalog card to perform this function has become a part of the pattern of our national life within the past two score years and ten.

Great and growing cities in 1896 were confronted with the cataloging problem on a different scale. Melvil Dewey, a distinguished figure in the library world and then the secretary of the University of the State of New York, declared: "We have, perhaps, 4,000 public libraries in the country of 1,000 volumes or more. If a book is published that 500 of these libraries will buy,

where can you think of a greater waste than that everyone of the 500 should have to undertake, each for itself . . . to catalog that book when it has been already cataloged in the National Library by the most expert staff in the country. . . . Printing is very cheap. Any library willing to pay the cost of paper and postage could have a copy of these cards furnished without extra expense to the government, which has already paid for making its own cards." Herbert Putnam, the librarian of the Boston Public Library, felt the Library of Congress should take the responsibility for serving the American libraries in many ways.

One of his beliefs was that libraries throughout the country should derive some benefit from the expert cataloging done at the Library of Congress.

In 1899, when Mr. Putnam became librarian of Congress, immediate steps were taken to make printed cards available to libraries and institutions.

Announcement of the new service was first made on October 28, 1901 when the library issued a three-page leaflet under the heading: *Distribution of Catalogue Cards*. It was pointed out that the Library of Congress was prepared to furnish copies of the cards it was printing for books in its own collection. At that time cards were being printed for books copyrighted under the laws of the United States, for miscellaneous material, and for printed books in the collection as they were reached in the process of reclassification. The subscription price was based on the cost (including handling)

of the extra copies printed, plus 10%. The number of copies of the same card ordered at the same time had a bearing on the subscription price. In any case, the cost of a single copy of a single card was not to exceed two cents. Orders for cards were accepted in any form that specifically identified the book. For copyrighted books it was suggested that a subscriber check a copy of the *Weekly Bulletin* of copyright entries. The *Bulletin* at that time was a publication issued by the Treasury Department and was sold at \$5.00 per year. As the *Publishers' Weekly* contained almost all the titles that would interest the ordinary library, a checked copy of that publication was acceptable in ordering cards.

Still another way of ordering cards was by using the proof sheets or galley strips printed for the cards. These strips were sent to libraries ordering, or who were likely to order, a considerable number of cards. On the proofs each title received a consecutive printer's number. The sheets could be cut and the titles desired forwarded as an order. Because of the printer's number, it was possible to order by number alone. Subscribers were unable to determine whether their orders reached the library in advance of printing, hence they could not determine the precise amount to send with their orders. To remedy this situation, the following courses were devised: first, if libraries remitted with each order, the remittance was to cover the higher charge (two cents for the first copy; five-tenths of one cent for each additional copy), and any balance was credited; and second, an advance sum could be deposited with the Librarian of Congress. Any cards purchased were debited against the account.

The task of organizing the Card Distribution Service fell upon the shoulders of a clerk in the Catalog Division, Charles Harris Hastings. He was first employed by

the library to cut up the older book form catalogs and to mount the clippings on standard size cards. On those cards, he penciled in the old shelf numbers and filed the cards in the new catalog for the public, where many of them may still be found. Mr. J. C. M. Hanson, then chief of the Catalog Division, stated that Mr. Hastings took his task so seriously and made such headway that, when the Card Section was organized in 1901, he had little hesitation in recommending Mr. Hastings for the new position of chief of the Card Section of the Catalog Division.

The cards mentioned above have become the standard size of approximately  $3 \times 5$  inches ( $2 \frac{61}{64} \times 4 \frac{59}{64}$  inches, to be exact). Only first quality, 100 per cent rag stock is used. Thus the durability of the cards and of the catalogs which they form is insured.

The initial experiments proved so successful that in 1902 Congress provided that "The Librarian of Congress is hereby authorized to furnish to such institutions or individuals as may desire to buy them, such copies of the card indexes and other publications of the Library as may not be required for its ordinary transactions, and charge for the same a price which will cover their cost and ten per centum added, and all moneys received by him shall be deposited in the Treasury" (32 U.S. Statutes at Large, 1301). This is the statutory basis for the Card Division as it exists today.

The first year of the Card Distribution Service, operating under the Statute of 1902, brought into the Treasury of the United States \$3,785.19 from the sale of cards. Two hundred and twelve subscribers were listed in the records of the Card Section. By 1910 the subscriber list had grown to 1366 and cash sales of cards and proofsheets that year amounted to \$28,498.09. In fiscal 1920 the number of

subscribers to the printed cards had increased to 2877 and sales totaled \$77,155.86. In 1930 the subscriber list numbered 5011 and a total of \$242,580.51 was realized from the sale of cards. By 1950 the number of subscribers had grown to 8947 who purchased 21,594,989 printed cards. The total revenue from the sale of cards and related technical publications in 1950 amounted to \$1,025,251.99.

The expenditure to produce these cards is, of course, a large one. But the cost of separately cataloging each item independently by thousands of libraries would be several times as much. Thus the saving in dollars alone by the libraries of this country amounts to millions of dollars annually—even if the quality of the cataloging were not considered.

But improvements and refinements of the data on each card have been continually in progress. The first printed cards contained little information other than the author's name, the title, and the imprint. There were no subject listings. By 1902 some improvements had been made in collation and the present card numbering system had been adopted. By 1920 books were being cataloged under the ALA rules of 1908, and the cards themselves contained subject entries as well as some other data. The cards of 1945 and later contain refinements both in bibliographical and descriptive data. Subject entries are indicated by Arabic numerals and added entries are indicated by Roman numerals.

From 1902 to the present time, the LC call number has been printed on each card. Since 1930 a Dewey classification number (except in a few such categories as fiction or law) has been printed. The 1952 cards carry two Dewey numbers—those of both the 14th and the 15th editions. In brackets, immediately below the Dewey number, is given the number of cards printed for that

edition of the card.

Within a few years after his appointment as head of the Card Section, Mr. Hastings became the first chief of the Card Division, when it was created. For 37 years his tremendous energies, his infinite capacity for taking pains in matters of the minutest detail, and the broad scope of his vision in planning the Card Division's activities were amply demonstrated. His successors have built upon the strong foundation which he laid.

From two clerks in 1902, the Card Division's personnel has increased to 167 employees in 1952. In 1939 the division was reorganized into a functional body composed of distinct parts with the workers in each unit responsible for a separate part of the total process.

The primary function of the Card Division is, of course, the distribution and sale of LC printed catalog cards. Accordingly, its operations are designed to serve the needs of libraries as they organize their book collections, as they purchase new books which must be made known to their readers through the card catalog, and as they strive to improve the quality and economy of their catalogs. Though its principal customers, insofar as volume is concerned, are large libraries with well-organized catalogs, the division is giving increasing attention to the organization of catalogs in small public and school libraries as well as to new or growing libraries in business and industrial firms, in technical and scientific laboratories, and in other types of organizations, many of which may be staffed with untrained librarians.

A significant service is supplied through the division's "Subject Orders." Subject specialists interested in current or older books in their own or related fields can, by placing "subject orders," receive printed catalog cards that serve as a basis for bibliographies in their fields of interest. Sub-



scribers to this service include individuals, libraries of federal agencies, industrial firms, and libraries in foreign countries.

A new service, the printing and distribution of catalog cards for motion pictures and filmstrips, has recently been inaugurated by the Library of Congress. The printed card for motion pictures and filmstrips is the standard size, on 100 per cent rag paper and contains the name of the picture, the producer, date of release, running time, size of films, notation on sound and color, and, as applicable, credits, a summary of the contents, subjects covered, grade level, and other information essential to a complete cataloging description of the film. The standard space for overprinting or typing subjects or other headings is reserved at the top of the card, and space on the left margin is ample for location notations or other information desired by the user.

These film catalog cards are sold in sets for the individual titles cataloged. A set consists of one main card for identification by title; an additional card with an overprinted heading for each subject that the film covers and each added entry, such as producer, author, and whatever information is necessary for identification of various other approaches to the fully cataloged entry; and two additional cards without overprinted headings, which the purchaser can use for his own identification, special files, or other purposes.

Within the library the Card Division works closely with the Exchange and Gift Division, the Descriptive Cataloging Division, the Subject Cataloging Division, the Catalog Maintenance Division, the General Reference and Bibliography Division, the Copyright Office, and other units of the library. Service to consultants, scholars, and others who are compiling bibliographies is offered through the printed card.

Not all the operations of the division center around the sale and distribution of cards. Bibliographic and processing operations comprise some of its major activities, because many orders for cards are received before the books in question are published or received by the library or while books are still in the processing stages. Card orders are also received for books that the library probably will neither acquire nor catalog. Hence extensive bibliographic and processing investigations comprise some of the most active operations of the division.

The Documents Section serves as the library's principal selection agency for the state and federal documents to be cataloged. The Investigation Unit of the Orders Section is the library's primary agent for recommending and acquiring many current books by checking daily library acquisitions against books lists, publishers' announcements, and other sources listing current publications.

One of the major tasks of the division is the constant review of methods of operation and the search for more efficient procedures, labor and time-saving equipment, and other means of reducing the cost of cards to subscribers. The division must return to the government the cost of its operations, but combined with this necessity is the ideal of eliminating every waste motion or unnecessary expense to the end that subscribers may be effectively served at the lowest possible cost.

It is with what we believe to be a pardonable pride that the Card Division points to its services to specialists, bibliographers, researchers, and scholars generally. It is with humility that we serve the readers of Neosho, Sheboygan, Tallahassee, Panhandle, Spokane, and in fact the people of America from Canada to the Gulf and from "sea to shining sea."

# The Encouragement of Reading Through Ownership of Books and Book Selection

*Miss Stone is assistant director of libraries for public services, Southern Illinois University.*

A RECENT article<sup>1</sup> has attested to the fact that students may not continue to be readers after leaving college, while another<sup>2</sup> informs us that "College Students Do Read." In the latter article the query is made, "Does the library do anything to promote membership in book clubs and ownership of pocketbook editions?"<sup>3</sup> For some time, one of our plans for making students permanent readers is to sell them books. It is our theory that if students become purchasers, reading is likely to be continued. Since Southern Illinois University is not situated in a metropolitan area, and there is only one small bookstore, we have added one copy of each important title in the inexpensive reprint series. These are for inspection purposes only, and as such are always on display. A poster near the collection advises the student to "Build Up Your Own Library of Good Books." After listing in 1, 2, 3 order the steps necessary for the ordering of these titles, the placard further admonishes, "Browse as often as you like, but the books in this group may not be withdrawn from the library. They are here for display only." Books are shelved by series

with prices prominently displayed, and there are at least two thousand titles in this open-shelf collection. Order blanks are placed on a near by table. When the bibliographical information has been entered on the blank and checked by the Circulation Division, the orders are given to the University Bookstore (which serves only as a textbook rental store) and the items are ordered. Upon receipt the purchaser is notified by telephone. From the beginning orders have averaged at least one hundred per month.

The collection is not allowed to become static; each worth while title published in an inexpensive reprint series is added. Selections are chosen carefully by experienced, professional staff members. At periodic intervals an inventory is taken of the collection to determine how many and which titles are missing. These are then re-ordered. It is not too surprising to note that some few of the titles are repeatedly listed as "missing," but our loss has not been great.

The collection is publicized in the university weekly paper, and by displays of the material on bulletin boards. At the time of writing, an effective display informs the public, "You Can Own All of These for Five Dollars." Those currently exhibited are: *Photography As a Hobby*, by Fred B. Barton (Perma); *You, Too, Can Be the Perfect Hostess*, by Maureen Daly (Pocket); *Handy World Atlas* (Perma); *Essentials of Arithmetic*, by Henry Sticker

<sup>1</sup> Canfield, Cass, "To Promote Reading," *Library Journal*, 76:911-16, June 1, 1951.

<sup>2</sup> Abraham, Willard, "College Students do Read," *Library Journal*, 76:677-79, 693, April 15, 1951.

<sup>3</sup> *Ibid.*, p.693.

(Perma); *Better Speech for You*, by Daniel P. Eginton (Perma); *Best Loved Poems*, edited by MacKenzie (Perma); *The Merriam-Webster Pocket Dictionary* (Pocket); *The Pocket Cook Book*, by Woody (Pocket); *The Dictionary of First Aid*, by Pomeranz (Pocket); *Great Operas*, by Simon and Veinus (Pocket); *Handy Book of Indoor Games*, by Mott-Smith (Perma); *A Treasury of Folk Songs*, by Kolb (Bantam); *Old Masters*, edited by Wechsler (Pocket); *The Handbook for House Repairs*, by Gelders (Perma); *The Handybook of Useful Information*, edited by Copeland (Perma); *The Consumer's Guide to Better Buying*, by Margolius (Signet).

A small typed notice informs the viewer of the exhibit, "Other titles are available for consultation in the reprint collection, which is shelved near the circulation desk. Copies of these and other books in the reprint collection may be ordered by filling out one of the mimeographed forms and leaving it with an attendant at the circulation desk."

The Great Books, Modern Library, Everyman's Library, Perma Books, Perma Giants, Pocket Books, Signet and Mentor Books, Penguin Books (both American and English), Bantam, Pelican, Rinehart Editions, Harper's Modern Classics, Halcyon House Books, Viking Portable Library, Collector's Editions, Reviewers' Selections are among the series displayed. This group will be expanded to greater length. As books become out-of-print they are removed from the collection. A careful check is made as to the length of time required before the purchasers receive their books. If the time required appears too great, an effort is made to obtain them more quickly. So useful have the reprint series been that the History Department has ordered various titles in quantity in order to meet the needs of the reserve collection. These are not cataloged, and are destroyed when their

physical condition becomes poor.

Our other plans relate to the selection of books for the university libraries, a task which if properly done should encourage reading. All book selection for the university libraries is coordinated in the office of the assistant director of libraries for public services. Book budgets are allocated by the Library Committee with the advice of the director of libraries. Each departmental chairman designates one member of his department (which in many cases may be himself) to serve as library representative for the year. To this person is sent all information about new books, reprints, new series, books on microcards or microfilm which comes to the office of the assistant director. This includes advertising material such as the *Tuesday Letters* sent out by the Macmillan Company, the annotations of their new books published by Longmans Green and Company, the library cards received from various publishers, such as Wiley, McGraw-Hill, and others. Special attention is paid to those subject areas in which the library book collection is known to be weak and reasonably rapid growth has been made in building collections in several fields. Such material is accompanied by a mimeographed form, which is filled in with the name of the faculty member, asking him to complete orders which will be charged against the proper departmental library book fund.

Catalogs which list second-hand material receive special care. They are not permitted to lie in a basket awaiting attention but are dated and sent immediately to the department concerned. A letter, which accompanies all second-hand catalogs, contains an explanation of the need for prompt checking of catalogs so as to insure procurement of the materials. We receive a prompt response from all departments, as they realize we are quite unlikely to be able to secure material if the lists have been held



for more than a week by faculty departments. All orders for second-hand books are ordered "rush." The Order Division is aided by the return of the catalog with the request for the material.

Two copies of *Publishers' Weekly* and *Library Journal* are subscribed to for the use of this office in clipping. The "Weekly Record" and "Books Appraised are carefully studied, and the name of the appropriate library representative is written in the margin beside the various books which the faculty members may be interested in adding to the university libraries. This bibliographical information and annotations are cut out and pasted on order cards and sent with a mimeographed notice to the various library representatives. The notice requests the signature of the person and the department, as well as a statement to the effect that the item will be charged to the department. Since all order cards are routed to the office of the assistant director of libraries for public services, it is soon obvious which departments are discriminating purchasers and which are less active and less interested in adding to the university collection.

Other periodicals checked regularly for library representatives include: *Booklist*, *Literary Supplement to the London Times*, *Saturday Review*, reviewing sections of *Wilson Library Bulletin*, *Library Quarterly*, and others. *Books Abroad* is routed each quarter to the chairman of the Department of Foreign Languages.

The chief of the Education Library checks new education and psychology periodicals, such as *American Journal of Psychology*, *Education Index*, *Higher Education*, *School Life*, and *School and Society*. Order cards are typed and sent to the library representatives in the education and psychology departments to encourage the building up of these collections.

In addition to periodicals checked for new publications many bibliographies are checked

with the card catalog and those not included in this library are sent to the proper department for possible purchase. Typical lists include the *Bibliography on Elementary Education* published by the *Association for Supervision and Curriculum Development*, and the *Harvard List of Books in Psychology*.

Booklists from other libraries are looked over for titles which we may have missed.

Especial attention is paid throughout the year to lists of outstanding titles in various fields. These are regularly checked, and titles not yet ordered are called to the attention of the various library representatives. Typical lists include "Outstanding Educational Books of 1950," printed in the *Journal of the National Education Association*, "Educational Literature Review," which appears in each issue of *School and Society*, "The Year in Books," published in *Time*, "The Literary Summing-Up, a Personal Winnowing of 1950's Books," which appeared in the *Saturday Review of Literature*; "Among The Outstanding Books of 1950," from the *New York Herald Tribune Book Review*, and such lists as appeared in *Books Abroad* of "*Des Douze Meilleurs (French) Romans du Demi-Siècle*." These all serve as some measure of the collection, and indicate to an extent whether or not the work has been effective.

Many expressions of appreciation have come from the library representatives. Here is a typical comment from the department of business administration: "Your service in sending us these order suggestions is wonderful and I feel should be followed through." This one is from the library representative for the department of geography: "It is such fine materials which you unearth so abundantly that makes my work as the library representative for the Geography Department a real pleasure. I deeply appreciate all of the aid you have so generously given me because I certainly

could not do my job as library representative without your valuable assistance. The Northwestern University Library list (a bibliography in the field of geology) you have just sent me is one of many examples of real service you are rendering to our department.

"May I take this opportunity to express my appreciation of another service you render to me and that is your policy of sending me information about all new publications you run across in my fields. Certainly I could not possibly keep track of all of them. I, for one, hope that you may continue this service too."

And from the Art Department: "Miss \_\_\_\_\_ has asked me to express her thanks to you for sending her order cards for the books, "Navaho Weaving," and "Key to Weaving." She also suggested that you might keep up the good work. We have checked these two books for special order and intend to make good use of them."

The representative from journalism wrote, "Your manner of filling out these cards on new books is really helpful, and I appreciate the service."

*Industrial Education* wrote: "A most excellent selection. May I express my sincere thanks to the university library for the service. I think it is a good one."

Each library representative receives each month from the Order Division of the library a statement of funds spent, amount encumbered and amount available for expenditure. The university fiscal year extends from July 1 through June 30, and on April 1 all unspent or unencumbered funds revert to the General Library Book Fund.

The General Fund is usually rather large, and is very flexible. If a new department is begun or special course offerings were not planned until after funds have been allocated, a portion of the General Fund is used for building up its collection.

Special items, too expensive for any one department to purchase are paid for from this fund, as are all reference materials, all books which would be used by several departments (and for which no single department would feel justified in expending its funds). Another function of the General Fund is in filling gaps in the collection. Replacements of worn out and missing books and recreational reading sections are purchased from this fund.

Recreational reading is selected in two ways. We make no especial point of purchasing best sellers, but we do wish to purchase the best fiction titles, both American and foreign. Therefore, we wait for the monthly issues of *Book Review Digest*, and carefully consider all fiction suitable for a university library.

Broadway plays are also purchased for recreational reading. These were selected from 1940 to date from the *Book Review Digest*. Current ones are found and suggested for order at the time the *Publishers' Weekly*, *Library Journal*, and other sources are checked.

Another plan by which we encourage reading is through three types of permanent exhibits, the material in each one being changed frequently. The chief of circulation selects from the new books added to the library those which in her opinion are of general interest. These are displayed on open shelves for two weeks in order that all may see them. These are not permitted to circulate for this period, but personal reserves are accepted and at the end of the period may be called for.

A special fiction shelf includes worthwhile novels not more than two or three years old. These circulate at once, but are returned to the shelf after they have been discharged. (The newer fiction titles are displayed, not because we believe that these are more worth-while than older standards or classics, but the older ones

are better known and hence easier to find under author or title.) Students who would have little time to select titles from the card catalog choose a volume in passing.

The third permanent display is of Broadway plays, which is an unrelated project of the chief of the Education and Psychology Library. She selects the titles to be purchased and maintains the display. This group of books also circulates at once, and books are marked "To be Returned to Drama Bookshelf."

The circulation of each of these types of material has more than tripled since these special displays have been used.

An exhibit committee plans and supervises the execution of displays on various bulletin boards scattered throughout the library building. These usually consist of book jackets on timely topics, and each bulletin board covers one specific subject. Call numbers are listed, and often inquiries for these titles come rapidly to the circulation desk. A few of the topics around which displays were centered during the past year were: A journalism display, exhibited at the time of the meeting of the Southern Illinois Editorial Association; Literary Awards of the Year; the State Department in the News; Korea; ECA; Gateway Amendment; Human Rights Day; United Nations Week; and 1950 Legislation. For one or two bulletin boards, use is made of government documents and of pamphlet material which tends to keep this type of matter before the students and faculty members.

A selected list of new books added to the university libraries is mimeographed each month and sent to each department. Interested faculty members may receive a personal copy by asking that their name be added to the list. A questionnaire is sent to each faculty member at the beginning of each academic year asking:

"Is the *Booklist* helpful to you?

Do you wish to continue to receive it?

Do you make use of the entire list?

Do you usually use only that section which lists books in your subject area?

Do you wish to receive only the section pertaining to your major field?

Might one copy posted in your department meet your need?

Would you prefer to have your own copy?

The results of the questionnaire determine who is to receive the *Booklist*.

An attempt has been made to build up and also to measure the book collection through the use of the excellent collection for Harvard undergraduates in the Lamont Library, recently selected by the Harvard faculty and library staff.<sup>4</sup> Over 40,000 cards representing titles in the Lamont Library were checked against our holdings, and purchase of the 15,000 which were not in this library has begun and will proceed as funds become available. Possibly only about 10% of these 15,000 titles were acquired in 1950, and were concentrated in the areas of geography, geology, guidance, special education, anthropology and philosophy.

We are taking advantage of the wisdom and knowledge of Harvard's combined faculty, which is in part embodied in the order cards for their Lamont Library.

Because we firmly believe that it is so important that people be apprised of the issues before the world today, because we believe their convictions will be formed to a great extent by the material read, and because reading should be made as attractive as possible we give book selection and the encouragement of reading top priority in this University Library.

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<sup>4</sup> Williams, Edwin E., "The Selection of Books for Lamont," *Harvard Library Bulletin*, 3:386-94, Autumn 1949.



# Television and the Library at Iowa State

*Robert W. Orr is director, Iowa State College Library, Ames, Iowa.*

UP TO NOW the question of how college libraries can most effectively contribute to the activities of educational television stations has largely remained unanswered because of an almost total lack of such TV facilities. The Iowa State College, it might be noted, was the only institution of higher education to be granted a license for a television station prior to the freeze which was imposed by the U. S. Federal Communications Commission on September 30, 1948.<sup>1</sup> With the lifting of this three and one-half year old ban, however, the extent and nature of participation by libraries in television activities could well become matters of nation wide importance.<sup>2</sup> It may be of interest at this time, therefore, to review briefly the limited activities of the Iowa State College Library in connection with the programs of the college-owned television station, WOI-TV.

As a public, tax-supported institution, the Iowa State College in the operation of WOI-TV proposes as a major objective to

develop, produce, and broadcast instructional and informational television programs with cultural and entertainment values. Obviously, the library has rich resources among its collections of books, periodicals, picture files, and other materials which can and should be utilized whenever possible in the attainment by WOI-TV of the objective stated above. Moreover, in keeping with their sustained record of more than 25 years of direct participation in the planning and voicing of radio programs related to books and periodicals, the library staff members are ready to give all possible assistance to WOI-TV. At present, however, it is clear that the demands in personnel and staff time for television activities on any substantial scale by the library are such that special personnel for this specific purpose would be necessary.

The television activities of the library to date fall into two categories. The first of these comprises the assistance which is routinely supplied by the Circulation and Reference Departments. The second category of activities includes assistance in the planning of and direct participation in television programs. The library's activities of this nature have been confined to participation in three shows which belong in two series of programs known as (1) "Books on Trial" and (2) "This Is Iowa State."

Included in the first category are such commonplace services as (1) lending books as "props" for a TV "office" used by a member of the Department of History and Government in a series of lectures on world affairs, (2) supplying pictures of the

<sup>1</sup> The nation's first educational television station, WOI-TV, owned by the Iowa State College, began operation on February 21, 1950, on Channel 4. At first the station was equipped only for film presentations, being without television cameras and other essential studio facilities needed for the production of TV shows. Subsequently, the station obtained such equipment, and the first locally produced live telecast was made on March 2, 1951. On September 30, 1951, WOI-TV was connected to the transcontinental live television relay system which was extended from Chicago to this area and later to the West Coast. This connection enabled the station to telecast selected shows supplied by the television networks.

<sup>2</sup> According to a press release issued on April 14, 1952, by Ralph Steetle, executive secretary of the Joint Committee on Educational Television, 838 colleges, universities, school systems, and public service agencies, including 16 libraries, filed formal statements in response to the FCC's proposal for reservation of channel assignments for noncommercial educational use.

Korean war and other national and international situations as well as of world figures such as Rommel, Nehru, Peron, Churchill, and Farouk, (3) furnishing trade information about new books, and (4) supplying miscellaneous information and assistance needed by members of the WOI-TV staff. Such services as these for television purposes, of course, are not considered to be unusual in any sense inasmuch as they are available to anyone on request.

The first of the two series of TV programs mentioned above is similar to the well-known TV book program originating in New York called "Author Meets the Critics." The WOI-TV adaptation of this show, "Books on Trial," was first produced in May, 1951. It employs no scripts and is unrehearsed and informal. It is presently broadcast from 8:30 to 9 o'clock Tuesday evenings. The personnel of the shows as seen by the TV audience comprises a member of the Department of English and Speech who serves as moderator, two guest participants, and the announcer. The two participants are chosen by the producer-director, who is a member of the WOI-TV staff, and by the moderator. They are selected on the basis of their interest in the book and on their training and background in relation to the subject matter. The participants who have appeared to date have been men and women drawn from many walks of life, including faculty members, newspaper columnists, visiting authors, and public officials.

There is no advance discussion by the two guest participants who appear each week prior to the actual telecast except for a brief meeting to enable the moderator to give background information and instruction. It has been customary for the participants to take at least slightly opposing points of view. Actually, there is usually a large area of common agreement, with the result that the pro and con aspects of

the discussion, which are never emphasized, may vary in intensity and duration from week to week. The format of the show is a relatively simple but effective one, as is indicated by the following typical example:

#### *Books on Trial*

1. Brief audio-visual feature to introduce the book.
2. Introduction of the guest participants by the moderator.
3. One-minute opening statement by each participant in which he states his position regarding the book.
4. Five-minute summary of the book by the moderator.
5. Twelve-minute discussion by the participants and the moderator.
6. One-minute concluding statement (sometimes omitted) by each of the participants.
7. Announcement by the moderator of the book chosen for the following week and the names of the persons scheduled to take part in the discussion.

Perhaps the first of these items is the only one which may not be self-explanatory. Several examples will serve as illustrations of the types of audio-visual introductions which have been used. When Toscanini's biography *The Maestro* was discussed, the introductory feature was a short sequence of sound film showing Toscanini conducting a symphony orchestra. A brief dramatic sketch produced by the WOI-TV staff was used to introduce Algren's *The Man with the Golden Arm*. When James Joyce's *Ulysses* was discussed, the introductory feature comprised the reading of a short passage from the book.

A member of the library staff has appeared twice on "Books on Trial." The first time was at the Iowa State Fair in August, 1951, where WOI-TV facilities had been installed temporarily. Appearing with him on this occasion was the librarian of the Des Moines Public Library. The book discussed on that date was Heyerdahl's

*Kon-Tiki*. The staff member's second appearance was in December 1951, when he and a member of the Department of Technical Journalism discussed the book *Horace Greeley, Voice of the People*, by William H. Hale.

"Books on Trial" should be of interest as a possibility for a library book program on television. Although at Iowa State it was originated and is produced and directed by a member of the WOI staff, "Books on Trial" is a show which could be handled by a college or university library having qualified personnel and an appropriate TV outlet. It is noteworthy that this show is as popular with men as with women. Surveys have shown, for example, that book and magazine programs broadcast over WOI-AM during daytime hours are heard mostly by housewives. Fortunately, "Books on Trial" is telecast at a time when men as well as women have the opportunity to watch the show.

The series of programs known as "This Is Iowa State" is an experimental one dealing largely with informational shows of a public relations nature. It is telecast weekly by WOI-TV at 9 to 9:15 Tuesday evenings. Produced and directed by a member of the Department of English and Speech, who bears the title coordinator of radio and television education, this TV show features the activities of various departments of the college. Moreover, the show furnishes an opportunity for those taking part in it to experiment in seeking television applications for a wide variety of program situations. It is relatively simple, for instance, to plan a TV show featuring the work of the Department of Agronomy because soil conditions, characteristic of plant growth, and the like, can be effectively presented by such visual aids as charts, films, and slides. It is not so easy, however, to utilize visual materials in the production of a TV show featuring the work

of the supervisor of employment.

The program on January 15, 1952, which featured the library, had as its objective the presentation to the television audience within the short space of 13 minutes a brief picture of the place of the library on the campus and illustrations of a number of the public services available to faculty members and students. Two months prior to the broadcast date, the producer-director, two members of the Information Service, and a member of the library staff spent several hours in an exploratory discussion. This meeting was followed by others at which additional persons sat in on the discussions. It was first necessary to decide upon the subject matter and then on the most effective means of presenting it on television. It would have been quite simple to plan an interview type of program, such as is commonly broadcast over AM and FM outlets. To have agreed upon such a solution, however, would have been to defeat one of the major objectives of the show; namely, the seeking of TV applications to various program situations.

As finally developed, the show employed in combination (1) film sequences made especially for the show by the Visual Aids Production Department, (2) a script prepared by a member of the Information Service, (3) musical scores selected by a member of the Music Department, (4) art drawings made by a member of the WOI-TV production staff, and (5) a member of the library staff who appeared as narrator and speaker. During the televising of the art drawings and film sequences, the library staff member presented commentary, receiving instructions during these times by earphones from the producer-director in the control booth. At other times the library staff member was in view of the television cameras as he talked directly to the television audience. Unlike "Books on Trial," the show "This Is Iowa State" employs



carefully prepared and painstakingly rehearsed scripts.

It was decided that the public services to be featured on the library show should be those provided at the circulation and information desks and in the reserve and periodical rooms inasmuch as it is to these points in the library that readers most frequently go. To illustrate these areas of the library and to show examples of the activities which take place there, staff members of the Visual Aids Production Department came to the library and filmed several short sequences. An additional sequence was filmed in the stack area for use in connection with that part of the show which was intended to

stress the variety of languages and subject-matter materials represented by the book collections.

The art work used on the show comprised a simplified graphic version of the idea that libraries demonstrate one characteristic which differentiates man from animals. Animals learn directly from their kind and from experience. On the other hand, man learns in the same ways and, in addition, he has at his disposal the recorded wisdom and knowledge of previous centuries in the form of books, periodicals, and other materials held by libraries. It is largely because of the records in libraries that man today is able to build upon the progress which was

# THIS IS IOWA STATE

## Tuesday, January 15, 1952

WOI-TV presents THIS IS IOWA STATE, another in the series of programs designed to take you behind the scenes of the many activities at Iowa State College. Today we visit the Iowa State College Library.

And here is Mr. \_\_\_\_\_, the director of the library.

Before we take up the matter of the library and what it does, I'd like to review a little history for the moment. First, let's take a look at the history of an animal.

Now, let's take a look at the history of a man—

It's apparent that animals multiply—and so does man! But man is different from an animal in that he also changes! He develops! Why: Because he has the capacity to learn from the experience of his predecessors—

Music fade in  
BELLS OF ISC

Music fade out

Cards  
WOI TV PRESENTS #3

THE COLLEGE LIBRARY  
Mr. \_\_\_\_\_ #1  
Super—Mr. \_\_\_\_\_ #2  
Super—out

Music fade in  
BARTÓK—QUARTET  
IN A MINOR (OPUS 7)  
Beginning of side 6

(Music dissolve)

MONTEMEZZI—  
LOVE OF 3 ORANGES  
Beginning

(Music dissolve)

AUBER—  
MASANIELLO OVERTURE  
Beginning

Music fade out

Cards  
ANIMAL ONE #2  
ANIMAL TWO #3  
ANIMAL THREE #2  
ANIMAL FOUR #3

(Slow dissolve)  
MAN ONE #2  
MAN TWO #3  
MAN THREE #2  
MAN FOUR #3

(Slow dissolve)  
ACFT ONE #2

ACFT TWO #3  
ACFT THREE #2  
ACFT FOUR #3

achieved by his ancestors in past centuries. It was this idea that was presented by posters and commentary at the start of the show, as illustrated by the excerpt from the script shown on the preceding page.

As college and university libraries begin to engage in television activities, it is natural to expect that various types of programs will be developed and that those referred to in this article will be only two among many. Insofar as the author is aware, very little investigation has been conducted in connection with seeking to determine what kinds of book and magazine programs are best suited for television, whether for college and university libraries or for other agencies. It is very important that extensive investigation in this field be undertaken.

As originally set forth in a statement dated March 15, 1951, the Iowa State College Library has plans for a television project designed to develop and produce experimental book and magazine programs in the belief that such programs are feasible and that they have great potentialities. It is further proposed that the project include an evaluation of the programs after a suit-

able period and that a report of the project be prepared and distributed. One feature of this project as planned provides for the appointment of a specialist who would work jointly with the Library and WOI-TV. A part of this specialist's time would be devoted to the planning and production of book and magazine programs over the AM and FM outlets as well as over television.

The two series of television programs which have been described in this article constitute appropriate examples which college and university libraries could produce and direct when the institutions of which they are a part begin operating television stations. In many instances libraries will probably wish to accept responsibility only for occasional programs rather than for every show in one or more series, especially if the series is a weekly one. The degree of success of "Books on Trial" over WOI-TV indicates that this type of book program may have attractive possibilities for other educational television stations. The same can be said of "This Is Iowa State," although its primary purposes are public relations and experimentation in television techniques.

## Information Wanted by ALA's International Relations Board

If you have employed foreign librarians or foreign library school students on a full-time or a part-time basis within the last few years, the International Relations Board of the ALA would be grateful for the following information. Who were they; from what countries did they come; how did they happen to come to your library; who provided cost of transportation; how did you pay them—private funds, special arrangement with town, city or state authorities, etc.; what were the major difficulties and how did you overcome them; what were your experiences with the librarians from abroad; would you employ them again? This information will be confidential but will help the IRB in answering questions about exchange of librarians and the employment of foreign librarians. Please send your data to Margaret C. Scoggin, superintendent of Work with Schools, The New York Public Library, 127 East 58th Street, New York City 22.

# Librarian, What of the Book Jacket?

*Mr. Kleist is a member of the staff, Catalog Department, Harvard College Library.*

ONE OF THE most startling success stories of recent times is the rise of the book jacket from its once lowly estate as a plain typographic wrapper, placed round the book for the simple purpose of protecting it from dust and dirt, to its present dominating position, not only as the chief attraction in any bookstore display, but even as the sole attraction of exhibitions intended to demonstrate its artistic qualities as a product of the graphic arts. This evolution, the result of the discovery by publishers of the efficacy of the jacket in promoting the sale of books, has created serious problems for libraries.

For the sake of convenience, the material printed on the book jacket may be roughly classified into three types: descriptive, pictorial and bibliographical. The first consists primarily of the description of the contents of the book, commonly called the "blurb," and of the prepublication "criticisms" of reviewers. The pictorial matter may be broadly interpreted as the general design of the jacket, whether typographic, decorative or illustrative. The bibliographical information includes (in addition to the title and the name of the author) details concerning the design, production and publication of the book, data by or about the author, the name of editor or illustrator, the series title, and such pictorial matter as is specifically related to and sometimes mentioned in the book, including illustrations which are a part of the series in the text.

There are special problems and opportunities inherent in each of these categories,

and it is the purpose of this paper to draw attention to them and, on the basis of replies to a questionnaire sent to a score of libraries, to report what they are doing about them.

## *Bibliographical Importance of Book Jackets*

By far the most important of the problems is the increasing practice of publishers to put on the jacket the kinds of bibliographical information mentioned above, while omitting such information from the book itself. This aspect of the jacket has been discussed in some detail, and with examples, in the writer's article "On the Desirability of the Bibliographically Self-contained book,"<sup>1</sup> but its importance justifies more than a passing reference here. Publishing practice in this respect compels the library to examine each jacket carefully in order to determine whether any valuable information or pictorial matter appearing on it has been omitted from the book. If so, it is necessary to clip it and paste or bind it into the book. The time and labor thus consumed adds considerably to the cost of processing.

On the other hand, libraries which acquire such books at second hand, without the jacket, are not only possibly receiving an incomplete book, but usually have no easy way of determining whether this is the case or not, unless, for example, a jacket illustration is identified in the book. The reproduction on the jacket of Van Thienen's *Jan Vermeer of Delft*, cited in the writer's article mentioned above, is listed in the table of plates, with a plate number and the location "jacket." In this case the jacket re-

<sup>1</sup> *Publishers' Weekly*, 159:912+, February 10, 1951.



production is especially important, since the book intends to present colored reproductions of all of Vermeer's work (with the exception of one painting, the location of which is unknown) and its absence from a jacketless copy of the book makes the latter as defective as if a plate had been torn out of the book itself. Fortunately, the table of plates supplies a check.

Such a check is lacking in the following examples. The jacket of Steinbüchel's *Zerfall des christlichen Ethos*<sup>2</sup> states that because of the sudden death of the author his manuscript remained a fragment, that he had intended to add another entire section. There is no mention of this whatsoever in the book itself, so that anyone using a copy without the jacket remains in ignorance of this circumstance, unless the library has incorporated the information into the book at the time of cataloging. According to the jacket of Heer's *Aufgang Europas*,<sup>3</sup> the scientific apparatus (i.e., the notes) of the work appears in a separate commentary volume. No mention of this fact is made in the book, nor is there any volume numbering to indicate that the work is not complete in one volume. Beyerlein's *Von drei Reichen*<sup>4</sup> consists of selections from the deceased author's writings. The name of the editor who made the selection and who contributed a foreword is given only on the jacket. If information similar to the foregoing cannot at times be included in the book because of unforeseen circumstances, an erratum slip should be inserted, otherwise the bibliographical and sometimes even the textual integrity of the book is destroyed. This is an area which might well receive the attention of the ALA Committee on Relations with Publishers.

<sup>2</sup> Steinbüchel, T. *Zerfall des christlichen Ethos im 19. Jahrhundert.* Frankfurt a. M. [1951].

<sup>3</sup> Heer, F. *Aufgang Europas.* Vienna [1949].

<sup>4</sup> Beyerlein, K. *Von drei Reichen.* Reinbek bei Hamburg [1947].

### *Collection, Use, and Storage of Jackets*

In discussing how libraries utilize book jackets, one must distinguish between keeping the jacket or parts thereof for reference or display purposes, and collecting them permanently for their value as a branch of the book arts, for the light they throw on publishing history, or as general cultural documents. The commonest temporary use is to call attention to new books received. Bulletin boards with their colorful displays are a familiar sight, especially in public libraries. Some college and university libraries leave the jackets on the books in their browsing rooms, to brighten up the rooms and to make the information on the jackets available to readers. Harvard has discontinued this practice because the jackets soon become untidy.

A number of libraries keep a selection of jackets for exhibition purposes, either to call attention to a group of books on a special subject, to an anniversary of a man or an event, or simply to illustrate book jacket design. In the latter case, a single designer, a special type of jacket, or the production of a country or group of countries may be featured. Art schools and art departments of colleges use jackets as models in classes in commercial design. In all these cases, the jackets sooner or later are discarded for more recent ones. Libraries, however, customarily leave the jackets on books going into special collections, where suitable accommodations and careful supervision assure their preservation from damage. In Harvard's Houghton Library for rare books, first editions and fine printing, the jackets are marked with the call number of the book and stored separately in boxes.

Various parts of the jacket, on the other hand, are clipped by many libraries and made a permanent part of their resources. Portraits and biographical data are either tipped into the books or preserved in pam-

phlet files. The pictorial parts, especially reproductions of works of art, are added to the art or picture collection. Some libraries paste the blurb into the book for the reader's information, but at least one library has discontinued the practice because jacket material may be biased or misleading. This question has been investigated by students in the School of Library Service of Columbia University and a summary of their findings published.<sup>5</sup>

Relatively few libraries, it seems, collect jackets on a permanent basis as examples of the graphic arts or as illustrating trends in the book arts and in publishing history. The late Holbrook Jackson saw an even broader value in their preservation. Describing the "Sanctuary of Printing," a collection of printing ephemera formed by John Johnson, then printer to the Oxford University Press in England, he says: "Dr. Johnson's store of ephemera may prove to be as reliable a guide to historians as the congeries of books in the Bodleian or the British Museum. The historian of the future may yet learn more of our period from book-jackets and blurbs than from the novels whose flamboyancies [they] are designed to sell, just as the literary archeologist has recovered treasures of song from the ephemeral broadsides of the itinerant ballad-mongers."<sup>6</sup> Be that as it may, it is certainly true that because of their high artistic quality, many jackets, especially those from abroad, constitute an important contribution to the graphic arts. The value of a collection of such jackets, moreover, will be considerably increased if, as is hinted from time to time, the jacket in its present form should be superseded by a less expensive method of achieving the publishers' objectives.

No library at the present time preserves

all book jackets, although until recently this was the policy at the Library of Congress and the University of Illinois library, both of which formerly discarded only the plain typographic ones. The Library of Congress has not destroyed its unsorted accumulation of from 50,000 to 75,000 jackets, but it now retains only about 25 per cent of current receipts, roughly 10 per cent as book jacket art and 15 per cent as picture and other reference material. The University of Illinois has discontinued collecting jackets, turning its entire accumulation over to the Print Room of the Metropolitan Museum of Art (the Book Jacket Designers Guild in New York has done likewise). In selection for preservation, emphasis will naturally be on artistic quality, but the Museum will keep a certain number of representative jackets for purposes of historical perspective. The New York Public Library adds to its permanent collection 125 jackets annually. Harvard preserves only those designed by outstanding artists. Yale and Princeton, being near the publishing center of New York, feel justified in leaving this type of collecting to the New York Public Library and to interested graphic arts groups in that city. The British Museum keeps roughly one in every fifty jackets, basing its selection on artistic quality and on bibliographical or other important information, when this is omitted from the book itself.

The problem of storing and making easily available to the public large quantities of jackets is obviously a formidable one. The Library of Congress collection is bundled unsorted and stored in cartons. Under the new policy of limited collecting, incoming jackets are sorted into the two groups, book arts and reference material. The first may sometime be staple-bound into annual volumes, the pertinent parts of the second clipped and added to the picture and refer-

<sup>5</sup> Schlegel, A., et al. "Do Book Jackets Encourage Reading?" *Library Journal*, 74:1738-39, November 15, 1949.

<sup>6</sup> *The Printing of Books*. London, 1938.

ence files. At present the collection is neither cataloged nor classified, but is available for examination. At the British Museum the jackets are wrapped up in parcels and stored in annual groups as received. No cataloging or classification is attempted, but they are available to the public. Those containing bibliographical information are placed in the books. The Metropolitan Museum of Art and Harvard store their collections flat in boxes, arranged according to country and designer, and they may be examined upon request.

The New York Public Library has evolved and put into practice a carefully thought out procedure. The year of publication is noted on the jackets when they are removed from the books. About every two weeks the jackets of no interest are discarded and the others sent to the various departments for selection: print room, map room, picture collection, etc. From the remainder the annual selection of 125 is made. These are intended to be representative of trends rather than the "best 125," and include examples of various types.

The jackets are mounted in scrapbooks in such a way that, in general, each opening of the scrapbook will show a single jacket cut into two parts, the spine, front panel and flap on the right-hand page, the other part on the opposite page. If the illustration covers both front and back panels, these are mounted in one piece on the right, the two flaps on the left. Since books published in any one year may come into the library in subsequent years, the jackets are not mounted until two years after the end of any particular year. The collection is represented in the card catalog and may be examined in the same way as any other material.

The scrapbook method of preservation has the disadvantage, not only that the jackets are cut up, but also that they can be exhibited only before they are mounted (at

the New York Public Library for a period of from two to three years). Retrospective exhibitions are out of the question. For exhibition purposes jackets should be stored intact, and in such a way that the book shape can easily be restored, because only thus will the artistic qualities of the jackets appear to best advantage. In favor of the scrapbook is its simplicity in shelving and handling, as well as the fact that it is perhaps the only way that the jackets can be protected from the wear and tear which is certain to deteriorate jackets stored and used loose. With small collections the problem of storage can be approached differently. La Sierra College Library in Arlington, California, for example, files the jackets, flaps only folded as when on the book, in legal-size vertical filing cabinets. Marked with and arranged according to the class number of the book, they are easily and quickly accessible. The arrangement could, of course, alternatively be by country and designer.

Libraries do not feel that their financial resources and the storage space available justify collecting jackets in large quantities. In this connection Princeton and the Library of Congress suggest that there should be a comprehensive collection somewhere, logically in New York, and that it might properly be a cooperative enterprise of the New York Public Library and interested graphic arts organizations there. Regional collections might also be developed. In the Middle West the University of Wisconsin and the Newberry Library preserve a number of jackets for their book arts interest. In California, the Los Angeles Public Library is doing some work in this field. At Stanford silverfish destroyed an embryonic collection, a hazard which may well be noted.

When jackets are collected, it is obviously

*(Continued on page 326)*



# New Periodicals of 1952—Part I

Miss Brown is head, Serials Section, Descriptive Cataloging Division, Library of Congress.

THE DAILY examination of current periodicals new to the collections of the Library of Congress has been continued during the first six months of 1952. After the elimination of those titles launched prior to this date and quantities of others considered to be of doubtful reference value for one reason or another, only a small number remained for inclusion here.

## *Book Collecting and Book Reviewing*

*The Book Collector Incorporating Book Handbook* is published in London. It is planned that this small journal will contain articles of bibliographical information and entertainment together with such regular features as descriptions and illustrations of famous bindings, literary holographs and bibliographical notes and queries. Another "preview" periodical, *Religious Book Previews*, has been launched. These previews are the authors' descriptive summaries of their own new works and appear in advance of the publication of the books. Scholarly, professional and popular religious books will be reviewed without showing any preference to religious denomination. Each preview will contain a brief statement of the purpose of the book and its background together with descriptions of some of the specific facts, ideas and conclusions with which the book deals.

## *Literature*

Two new literary journals were started. *The Meter Reader*, a little magazine of

poetry, is presented by the Writers' Club of Springfield, Ohio. *The New Generation* aims to publish the prose, poetry and art work of persons between the ages of eighteen and twenty-eight.

## *Music*

The first number of *Nordisk Musik-kultur*, a musical journal for the Scandinavian countries includes articles on composers, compositions and productions and an annotated listing of new recordings.

## *Genealogy*

*Familie und Volk; Zeitschrift für Genealogie und Bevölkerungskunde* begins with articles on specific families, specific areas, the evaluation of source materials for genealogical research, annotated lists of new books and lists of new periodical publications.

## *Medicine*

*Laboratory Investigation, a Journal of Technical Method and Pathology* has been started to report on new experimental techniques, original investigations and observations on the basic medical sciences. Specifically, papers dealing with pathology, histochemistry, cytologic and histologic methods, tissue culture, comparative pathology, etc. will be published. *Metabolism, Clinical and Experimental* will publish results secured in laboratories and clinics specializing in the field of metabolism. It is intended to keep the physician who is not an investigator in the field informed as well as to exchange ideas and information among research workers. Articles are accompanied by summaries and bibliographies. Book re-

views and abstracts from periodicals are to be regular features. *The American Journal of Tropical Medicine and Hygiene* supersedes *American Journal of Tropical Medicine* and the *Journal of the National Malaria Society*. Volume one, number one, is a memorial to Charles Franklin Craig, a doctor whose life was devoted to research in malaria and tropical medicine. Articles are accompanied by summaries and bibliographies. *Maryland State Medical Journal* is the official publication of the Medical and Chirurgical Faculty of the State of Maryland. The first issue includes notes on the activities of the society along with scientific papers.

### Research

The *Boston University Graduate Journal* is intended to inform the various departments and schools within the university of the research and scholarly activities of its faculty and students. There will be editorials on current and long-range problems in graduate education and research, articles on unusual and especially interesting projects of graduate students in many fields and descriptions of significant research and instructional or service programs. Although the first issue was but sixteen pages in length it would seem to be a publication which should interest institutions and individuals conducting research.

### Mathematics

A most erudite journal is being published by the Graduate Institute for Applied Mathematics at Indiana University. To quote from its statement of purpose, "the *Journal of Rational Mechanics and Analysis* nourishes mathematics with physical applications, aiming especially to close the rift between 'pure' and 'applied' mathematics and to foster the discipline of mechanics as a deductive, mathematical science in the classical tradition. Its scope com-

prises those parts of pure mathematics or other theoretical sciences which contribute to mechanics; among the included fields are all branches of analysis, differential geometry, analytical dynamics, elasticity, fluid dynamics, plasticity, thermodynamics, relativity, and statistical mechanics."

### Economics

The American Society of Appraisers formed by the union of the American Society of Technical Appraisers and the Technical Valuation Society is issuing *Technicalities and Technical Valuation*. Such specialities of the appraisal profession as appraising for mortgage purposes, tax assessing, tax reduction, business financing public utility rate-making, depreciation studies and others will be treated. *Metal Age* published in London reports statistically on the production, shipment, consumption, prices, etc. of ores and metals. Although statistics for the United Kingdom predominate, information from other areas is included.

### Political Affairs

*The Forum* published monthly in Johannesburg supersedes a weekly publication of the same title. It is a liberal news journal which stands for the expansion of human freedom and opportunity in South Africa. *News From Behind the Iron Curtain* supersedes an earlier publication of the same title and similar content issued in mimeographed form by the National Committee for a Free Europe. It is a compilation of material collected by the committee for the use of Radio Free Europe and its other divisions and is being made available to representatives of the press, to universities, churches, libraries and research centers and to other groups of citizens who want to know more about "communism in practice." The information is taken from official gazettes,

newspapers, periodicals and broadcasts from Iron Curtain countries, quoted directly wherever possible and classified as Political, Economic, Cultural and News Briefs. *U.S.A., the Magazine of American Affairs* is published by the National Association of Manufacturers "as a contribution to public information and understanding of American affairs. The views expressed herein are the authors' and not necessarily those of the National Association of Manufacturers." Among the contributors to the first issue were Senator Byrd, Dr. Herold Hunt, Superintendent of Public Schools, Chicago, and newsman Richard S. Weil.

#### Law

Another merger, that of the *Journal of Comparative Legislation* and *The International Law Quarterly* resulted in the formation of *The International and Comparative Law Quarterly*. In this journal there will be discussions of current questions in the fields of comparative law, international law and the conflict of laws. The first issue included articles on "Expropriation and Nationalisation in Hungary, Bulgaria and Roumania," and "Legislation in the Federal Republic of Germany."

#### Adult Education

To assist persons who plan and prepare programs and conduct meetings of civic and cultural organizations the Adult Education Association of the U.S.A. has begun the

publication of the monthly *Adult Leadership*.

#### Speech Education

*The Speech Teacher* as the official publication of the Speech Association of America deals with the problems of teaching speech on all levels, elementary school, high school and university.

#### Art and Design

For the professional builder who designs, finances, builds or supplies materials for houses there is being issued *The Magazine of Building; House and Home Edition*. To improve the quality of design in the home furnishings industry in America, there is *Better Design*. Both journals are attractively illustrated and would offer many suggestions for the construction and furnishing of new homes.

#### Orchids

Another magazine for the orchid grower has appeared, *The Orchid Journal* from Pasadena, California. Its advisory board made up of persons from Central America, South America, United States, Australia, Singapore and England would indicate that the journal aims to be an international review. It is planned to be helpful to novice and experienced grower alike.

#### Philately

*The Philatelic Folio* somewhat similar in style is intended to interest the general collector as well as the advanced specialist.

### Periodicals

*Adult Leadership*. Adult Education Association of the U.S.A., 1201 16th St., N.W., Washington. v.1, no.1, May 1952. Monthly. \$4.

*The American Journal of Tropical Medicine and Hygiene*. Williams and Wilkins Co., Baltimore 2. v.1, no.1, January 1952. Bimonthly. \$8.

*Better Design*. Good Design Magazine Inc., East Stroudsburg, Pa. v.1, no.1, January 1952. Monthly. \$5.

*The Book Collector*. The Queen Anne Press, Ltd., 9 Great James St., London, W.C.1. v.1, no.1, Spring 1952. Quarterly. 11 s.

*Boston University Graduate Journal*. Boston University Graduate School, 725 Common-



- wealth Ave., Boston 15. v.1, no.1, April 1952. Monthly (except July-August). Free?
- Familie und Volk.* Degener und Co., Berchtesgaden. v.1, no.1, January/February 1952. Bimonthly. DM780.
- The Forum.* 176 Main St., Johannesburg. v.1, no.1, April 1952. Monthly. 13 s.
- The International and Comparative Law Quarterly.* Society of Comparative Legislation, 18 Northumberland Ave., London, W.C.2. v.1, no.1, January 1952. 30 s.
- Journal of Rational Mechanics and Analysis.* Graduate Institute for Applied Mathematics, Indiana University, Bloomington. v.1, no.1, January 1952. 1 v. a year. \$18.
- Laboratory Investigation.* P.B. Hoeber, Inc., 49 East 33d St., New York 16. v.1, no.1, Spring 1952. Quarterly. \$8.
- The Magazine of Building. House and Home Edition.* Time Inc., 9 Rockefeller Plaza, New York 20. v.1, no.1, January 1952. Monthly. \$5.50.
- Maryland State Medical Journal.* 1211 Cathedral St., Baltimore 1. v.1, no.1, January 1952. Monthly. \$5.
- Metabolism, Clinical and Experimental.* Grune and Stratton, Inc., 381 Fourth Ave., New York 16. v.1, no.1, January 1952. Bimonthly. \$9.
- Metal Age.* Metal Information Bureau, Ltd., 27 Albermarle St., London, W.1. no.1, January 1952. Monthly. 25 s.
- The Meter Reader.* Writers' Club, Springfield, Ohio. 1952. Frequency not given. Price not given.
- The New Generation.* 603 South Main St., Geneva, N.Y. Summer 1952. Quarterly. 50¢ per copy.
- News From Behind the Iron Curtain.* Research and Publications Service, National Committee for a Free Europe, Inc., 110 W. 57th St., New York 19. v.1, no.1, January 1952. Monthly. Free.
- Nordisk Musikkultur.* Sigurd Berg, Hammerensgade 3, København. no.1, 1952. Frequency not given. Price not given.
- The Orchid Journal.* 132 W. Union St., Pasadena, Calif. v.1, no.1, January 1952. Monthly. \$5.
- The Philatelic Folio.* L.F. Livingston, 2435 North Charles St., Baltimore 18. v.1, no.1, March 1952. Quarterly. \$2.
- Religious Book Previews.* 31 Markham Road, Princeton, N.J. v.1, no.1, January 1952. Quarterly. \$4.25.
- The Speech Teacher.* Speech Association of America, 12 E. Bloomington St., Iowa City, Iowa. v.1, no.1, January 1952. 4 no. a year. \$3.50.
- Technicalities and Technical Valuation.* E.D. Crawford, P.O. Box 107, Jamaica, N.Y. v.1, no.1, February 1952. Quarterly. Price not given.
- U.S.A., the Magazine of American Affairs.* National Association of Manufacturers, 350 E. 22d St., Chicago 16. v.1, no.1, March 1952. Monthly. \$3.

## Librarian, What of the Book Jacket?

(Continued from page 322)

extremely helpful if the designer's name and the year of publication appear on them. On the Continent, the name of the designer often appears in the book, but not on the jacket. Since such collections redound to the glory, even perhaps to the profit of the publisher, his cooperation may not unfairly be asked.

The attitude toward book jackets of private book collectors, who have played such an important role in building up the resources of libraries, has been fully dis-

cussed by Mr. Kohn.<sup>7</sup> To what extent jackets as such are privately collected is difficult to say. They are not bought and sold in the market place as are other collector's items, but usually can be obtained only with and at the price of the book itself, a formidable deterrent to collecting them separately. Only one private book jacket collection, to the present writer's knowledge, has been described in print, that of W. A. D. Englefield's Rex Whistler collection.<sup>8</sup> There are probably many others.

<sup>7</sup> Kohn, John S. Van E., "Some Notes on Dust Jackets," *Publishers' Weekly*, 132:1732-35, October 30, 1937.

<sup>8</sup> "Check List of Rex Whistler Book-Wrappers," *Book-Collectors' Quarterly* (London) April-June 1935, p. 64-9.

# Interlibrary Loans: A Symposium

THREE OF THE following five papers—those by James G. Hodgson, Carl H. Melinat, and Walter W. Wright—were presented at the meeting of the University Libraries Section, ACRL, January 30, 1952. The paper by Dr. Hodgson and Mr. Kidder was prepared earlier. Miss Lucy's paper is a condensation of a study recently completed at Columbia University. Following the papers is the "General Interlibrary Loan Code, 1952," prepared by the ACRL Committee on Interlibrary Loans.

By JAMES G. HODGSON

## A Preliminary Report on Interlibrary Loan Costs

*Dr. Hodgson, who has been the director of libraries of Colorado A & M College, Fort Collins, Colorado, since 1936, did much of the work on the study here reported while on sabbatical leave at the University of Illinois Library School during 1950-51.*

THERE COMES a time in every man's life, particularly if he is a library administrator, when the one question he wants to ask is "What are the facts?" Usually his only answer is a guess, an estimate, or a logical deduction based on uncertain premises. Probably it will be a long time before the library administrator will have all of the facts he should have as a basis for some of his decisions, but this afternoon it is my purpose to report on one effort to arrive at some facts which will be useful to that administrator.

Interlibrary loans are a fairly small aspect of library operations, but they are basic and fundamental because if libraries are to get all material available to all students and scholars, it will only be through the medium of interlibrary loans, or some of the substitutes which are now being used. If we are to know how best to operate our necessary system of interlibrary cooperation, it seems logical to start looking for facts on some one element which is basic, and yet which can be isolated for study. The resulting study of the costs of interlibrary loans started out to be a one-man undertaking, covering a limited number of libraries, but the interest and cooperation of the ACRL Committee on Interlibrary Loans

swelled the project to cover—as of the present—2,357 transactions in 32 libraries and two Bibliographical Centers in the Middle-West, the Rocky Mountains, the Pacific North-West and California. The project was planned to study every possible ramification of this specific subject, and to find out every possible influence that might have an effect on costs. The result was a complex study which required considerable time and care in the collecting of data and put the researcher under a deep obligation to the staffs of all the various libraries which so willingly cooperated. However, the size to which the project grew made it too much to complete in any single year of study, and as a result it now is suffering from the slow progress inherent in any "leisure time project" of a busy administrator.

As a one-man project there were obviously certain things which could not be done in connection with the study to insure its statistical soundness. As a matter of fact before the first tabulations, or the writing of the "first dictated draft" of the report (the parts so far done come to some 180 pages, but there should be another 400 pages to come) an effort was made to estimate all of the possible sources of error which might exist in the study. The description of these elements came to seven double spaced typewritten pages so anyone who wants to criticize the project from a research angle should find plenty of ammunition ready at hand. However, as the tabulation of the data continues, it seems apparent that while errors do exist they either cancel them-

selves out, or are of such small magnitude as not to unduly influence the results.<sup>1</sup>

One specific instance of where costs may be used by the administrator will suffice to illustrate why they are important. Where interlibrary cooperation is full blown and the individual libraries are able to hold up their end in such cooperation by having adequate collections in their own specialties, the decision on whether to borrow or to buy may well be an economic one. In other words how many loans will be necessary to make those costs equal the costs of acquiring, cataloging and storing any particular volume? Without any adequate figures to guide me, I once estimated that if any particular book or any individual volume of a serial was borrowed four times in six years that it be more economical to own that specific volume. As a result of the study here being reported that estimate may be revised.

It will not be necessary here to go into any explanation of how many different processes or activities any single interlibrary loan goes through, or what some of the academic problems of costs are. Much of that information is covered in the "progress report" which was issued last July.<sup>2</sup> It will be sufficient to say that the forms which were used to collect the data recorded the time taken, and material and transportation costs, for every activity that had any direct connection with the making of the interlibrary loans, but many costs which may be called "joint costs" were not considered. Those who are interested in making studies themselves may secure samples of the forms used, and copies of the instructions. If copies of the "progress report" are no longer available when asked for, copies have been sent to all library schools on the ALA list, and to each land-grant college or university, and should be available on interlibrary loan.

Several attempts have been made in the past to secure some idea of the cost of interlibrary loans. In 1930, before the dollar devaluation era, Hand of the University of California reported that the average cost of interlibrary

loans was \$1.59.<sup>3</sup> In 1932 Brown came to the conclusion that the total cost of interlibrary loans, including costs both ways was \$3.56.<sup>4</sup> In 1936 Rider estimated that the labor costs alone in his library were \$1.11.<sup>5</sup> In 1949, with the dollar well devaluated, David of the University of Pennsylvania estimated that interlibrary loans cost his library \$3.50 on the average, and for the completed transaction arrived at a cost of \$7.00.<sup>6</sup>

There is some question as to the basis on which interlibrary loan costs should be figured. All transactions started are not completed, yet the cost of initiating procedures, even though books and periodicals are not secured, are a part of the costs to the library. It is therefore possible to fix the average cost, either on the basis of the number of transactions started, or the number of transactions completed. The average cost of the number of transactions started seems most logical because that figure is of importance to an administrator who must figure the costs on the basis of the persons coming to his library to request interlibrary loans. However, the figures have also worked out on the basis of transactions completed for the benefit of those who keep their records in that fashion.

In the study made, four different types of transactions are recognized: (1) requests sent by a library to a bibliographical center; (2) transactions which arise from the passage of those requests through the bibliographical centers; (3) loans of books by a lending library, irrespective of whether the request came directly from a library or from a bibliographical center; and (4) transactions where the borrowing library sends requests directly to the lending library without any intermediary. This is done quite often in bibliographical center territory when it would result in lower costs, and of course is the only type of transaction possible where there is no bibliographical center available.

In all 203 requests, of which 169 were completed, went to a bibliographical center. These

<sup>3</sup> Hand, Eleanor. "A Cost Survey in a University Library," *Library Journal*, 55:763-66, October 1, 1930. (See p. 766.)

<sup>4</sup> Brown, Charles H. "Inter-Library Loans: an Unsolved Problem," *Library Journal*, 57:887-89, November 1, 1932. (See p. 887-88.)

<sup>5</sup> Rider, Fremont. "Library Cost Accounting," *Library Quarterly*, 6:331-81, October, 1936. (See p. 359.)

<sup>6</sup> David, Charles W. "Remarks upon Interlibrary Loans, Mid-20th Century Style," *College and Research Libraries*, 10:429-33, October 1949. (See p. 431.)

<sup>1</sup> The method or organization of the study, and an outline of the possible sources of errors are given in: Hodgson, James G. *A Progress Report on a Study of Interlibrary Loan Costs*. Fort Collins, Colo., 1951. 17 p. processed. (Colorado A & M College. Library. Library bulletin 22.)

<sup>2</sup> *Ibid.*, p. 2-6.



203 cases cost on an average \$1.095 each. If calculated by the number completed, the cost amounts to \$1.315 for each transaction. This is of course the direct cost to the borrowing libraries. The Bibliographical Centers handled 242 requests from the college or university libraries in the study, during the period when data was collected. The average cost to these centers was \$0.51. If the borrowing library, as a part of its membership, pays the actual cost of using the center, the total cost to the borrowing library is therefore the cost in the library, and the cost at the center, or \$1.61 per transaction started or \$1.83 for each one completed. There were 804 cases where the borrowing libraries made applications directly to the lending libraries. Of these 646 were completed. Here the cost was \$1.37 for each transaction started, or \$1.71 for each one completed. Thus when the cost of the borrowing library, and that of the bibliographical center, are added together it would seem to cost more to use that method of borrowing, but later in discussing errors some explanation of that situation will be found. As a matter of fact, considering time alone, requests sent through the bibliographical center cost about 80 cents per transaction started, while it costs only 63 cents for requests made directly to the lending library.

There is a general feeling that it costs as much to lend as to borrow. The overall figures do not substantiate that belief. Of course the cost of transportation to the borrowing library must also be considered but that does not tell the whole story. In all 1108 requests were made on the lending libraries in the period studied, and 947 of them were granted. The cost per transaction works out at \$0.59 for all requests and \$0.69 per completed loan. This is less than half of the cost to the borrowing library when transportation costs are included. The differences, when time and materials costs alone are considered, are not as great but are marked. Thus the 59 cents for the lending library compares to 87 cents when material is borrowed through a bibliographical center, and 74 cents when it is borrowed directly. If, as will be pointed out later, costs due to errors or incomplete entries could be eliminated, the costs to the lending library would be much reduced, and the differences would be much greater between the borrowing and lending libraries.

The total cost of the 2357 transactions studied came to \$2103.485. Of this amount 64.3 per cent was for staff time, 9.5 per cent was for materials used and 26.2 per cent was for transportation. The amount spent for materials was so small that there are no great possibilities for savings there, although the use of post cards and the reuse of some types of mailing bags could reduce the cost by a few cents. When it is realized that the average cost of shipments by express is \$2.07, and that by parcel post but 33 cents, it is evident that a considerable reduction in cost is possible if more extensive use could be made of parcel post. Because 64.3 per cent of the cost of interlibrary loans is for staff time, it seems probable that if costs are to be reduced, the most promising avenue of approach is that of labor costs. Until it is possible to analyze the individual processes in detail, it will not be desirable to make any recommendations on methods, but it might be noted that in certain cases it seemed clear that professional help was often doing certain operations that could be done more advantageously by non-professional help. In certain obvious cases professional help was needed because of the difficulties encountered, but as a casual observation it may be said that very often too much professional help was used consistently on some processes that were more nearly clerical in character.

While much "raw data" has been worked out for many of the different angles to be studied, in only one direction has sufficient work been done to justify any public pronouncements. The effect of errors or omissions in citations on costs seems, at this moment, to be definitive. It is certainly possible to reduce the cost of interlibrary loans at the borrowing library level by not verifying requests or otherwise checking for accuracy. Until I have been able to check through some individual transactions which contained errors, or omissions, it will not be possible for me to say exactly how much the individual libraries saved by not completely verifying the items desired. However, at the bibliographical centers, and in the lending libraries, records were made of incomplete entries or errors in the citations and it is possible to determine whether or not these transactions were more expensive.

Before reporting these data, however, a little background may be desirable. Most

librarians recognize the classical statement by Hicks that in 1913 80 per cent of the requests received at Columbia University were unnecessarily incomplete and inaccurate.<sup>7</sup> Miss Winchell said that for the same library from October, 1929 to March, 1930, 60 per cent of the requests for loans received were either incomplete or inaccurate.<sup>8</sup> A study made by Kidder covering data on requests made at the University of Illinois Library from November through December, 1936 found that nearly all of the requests were lacking in some respects from a perfect bibliographical entry.<sup>9</sup> Of the 520 titles which he investigated there was an average of 2.65 errors or omissions per title. For the books this was 2.04, for serials 3.31 and for theses 2.03. It might be noted that in the case of book titles out of 474 errors or omissions 374 or 79 per cent were omissions. Only 13 per cent were inaccuracies, and 5 per cent were misspellings, some of them serious and some of them not as important.

Because these Kidder data had implications for the study undertaken, the original data were reworked and classified, as a result of personal experience, according to the probability of excess time being taken for identification of the items. As a result it was found that 8 per cent of the requests contained errors or omissions which could be considered "serious." Another 24 per cent contained errors or omissions that could be considered only as "troublesome," while for 20 per cent they were definitely of a minor nature. Thus 52 per cent of the requests contained errors which it was felt might influence the actual costs of identifying the materials requested. The errors in the other 48 per cent of the requests were not considered of sufficient nature to require extra time in locating the desired materials.

This tabulation was of particular interest when it was found that 10.6 per cent of the transactions handled by bibliographical centers or by lending libraries contained errors or omissions of sufficient magnitude to cause them to be recorded on the record sheets, or to make it necessary to take time to verify the requests. One of the reasons why it cost

more to send requests through a bibliographical center was obviously due to the fact that difficult problems were routed in that direction whereas simple requests, which presented no such difficulties or problems, were sent directly to the lending libraries. As a matter of fact 29.0 per cent of all requests to bibliographical centers showed errors or omissions of some sort whereas but 4.5 per cent of those sent directly to libraries, from libraries which had bibliographical centers available, contained such errors. Institutions which were not in any center territory showed that 10.9 per cent of the requests which came to them had such errors.

For libraries in areas served by bibliographical centers many of the requests had already been checked in bibliographical centers. It would then be expected that a smaller percentage of such requests would need to be verified. A check showed that there were only six such requests which contained errors and that four of these were difficulties with the authors and titles of specific articles in serials, difficulties which could be found only when the actual serial itself was handled for the loan. However, this interesting thing was found. If the requests which came from bibliographical centers to libraries were eliminated, it was found that the requests which came directly from libraries in areas with bibliographical centers contained errors or omissions in 11.5 per cent of all requests. This compares with the 10.9 per cent of errors or omissions in all requests made to libraries in non-bibliographical center areas.

The subdued mutinous mutterings, and on occasion the outright blasts and forthright statements, with which interlibrary loan assistants have been known to greet requests which were incomplete or contained errors have some justification according to the results from this study. In bibliographical centers the average cost per transition handled was \$0.511. Entries which contained errors actually cost \$0.746 to handle, and it was then found that those without errors cost only \$0.458 for each transaction. In other words those entries with errors cost 62.9 per cent more to handle than did those without errors. Interestingly those with errors took 72.7 per cent more time than those without errors although the time cost was only 64.1 per cent greater. The situation was not quite as bad

<sup>7</sup> Hicks, F. C. "Inter-Library Loans," *Library Journal*, 38:71, February 1913.

<sup>8</sup> Winchell, Constance M. *Locating Books for Interlibrary Loan*. New York, H. W. Wilson, 1930, p. 15.

<sup>9</sup> See Hodgson, James G. and Kidder, Robert W., in this issue.

at the lending libraries. While the average cost for handling transactions received was \$0.591, the cost for handling entries with errors was \$0.777 each. This last figure then compares with the average cost of handling the transactions without errors of \$0.577. Thus in the lending libraries the cost of such errors only increased the cost per transaction by 34.7 per cent. Time taken was up 35.3 per cent over the requests without errors but the cost of time, due largely to use of more skilled workers made an increase of 38.1 per cent. However in a large establishment, which handles an enormous number of interlibrary loans each year, this increase of one-third in cost would amount to no small sum during a year.

It is, of course, obvious that the errors which would be recorded on the data gathering sheets would naturally be those which were most bothersome to the searchers in the catalogs and that many errors which were irritating but not too time consuming would be disregarded, particularly if they occurred in later parts of the entry and were not noted until after the proper item had been located. As a result it is not surprising that 76.7 per cent of the errors noted in requests for books were found in the author entry. The next largest number was 16.7 per cent in the titles. The third most important location for such errors as were noted was the series note in books where 5 per cent was located. This distribution of location of error shows an interesting deviation from the findings in the Kidder report mentioned above.<sup>10</sup> Since serial publications have an author only when they are regular issues of some society or governmental body, it is not surprising that in the case of serials 46.7 per cent of the errors were found in the title of the serial being searched—13.3 per cent were in the author entry. Those two combined made up a total of 60 per cent of all the errors noted. However here some 20 per cent of the recorded errors had something to do with the imprint or collation of the serial, whereas

another 20 per cent was found in the lack of an author or title for the specific articles in the needed serial. Since it was these errors in both the bibliographical centers and the lending libraries which caused the greatest amount of increase in cost, it is obvious that there is considerable need for encouraging libraries to be more careful with their citing of authors of books and titles of serials.

Mention of the type of errors that went to bibliographical centers and the variations in costs prompt a short statement on the place of the bibliographical center in interlibrary loans. Obviously the difficult requests had been sent to the centers and there is some evidence, as yet not completely worked out in detail, to the effect that they were sent there after the borrowing library had spent somewhat more time than usual in an effort to identify the particular item desired. After all, one of the functions of the bibliographical center is to identify certain of these difficult references where adequate tools are not available in the library which wishes to borrow the material. Since the activities of the bibliographical center are paid for by the member libraries, it is perfectly proper to send such difficult questions through the bibliographical center and to pay for proper identification there rather than to send those same requests to the lending library and to let that library bear the cost of identification. The fact that requests coming from bibliographical centers to the lending libraries contained such a small number of errors is an indication of the usefulness of that type of organization.

Although a very careful search was made for all possible literature containing facts relating to interlibrary loans before the study was made, additional studies or reports which contained material that helps to illuminate the findings of this larger study are constantly being reported. It will be some time before the study is completed and in the meantime any such studies which are to be found in various libraries, or in the library schools, but which have not yet been reported in *Library Literature* would certainly be grist to the mill and I should be pleased if you could send me copies of any which you know to exist.

<sup>10</sup> See Hodgson, J. G. and Kidder, Robert W. in this issue



## Interlibrary Loan—Smothered in Tradition

*Mr. Wright is assistant librarian, Service Division, University of Pennsylvania Library.*

### I

WHEN I WAS invited to prepare this paper, my first thought for a title was "Regional Liberalization of Interlibrary Loan." My local critics, however, protested that this was rather a mouthful, and accordingly the title was changed to "Interlibrary Loan—Smothered in Tradition." Now it is a bit curious, unless explanation be offered, that I should in 1952 take such a title when my chief, Charles W. David, spoke before the ACRL College Libraries Section in 1949 on the topic "Interlibrary Loans Mid-20th Century Style."<sup>1</sup> Actually, there is no discrepancy between our approaches, and I shall return to Dr. David's proposals before I finish.

I cannot appropriately refer to interlibrary loan as smothered in tradition unless I forestall some criticism by stating at the outset that I am well aware that much progressive thinking is going on in various parts of the country, and that this has produced effective and cooperative arrangements centering, among other places, around the various bibliographical centers and those institutions on the west coast which have been active on the ACRL Interlibrary Loan Committee. Other institutions, among them some government and state agencies, have also been active and devised interlibrary loan forms that fit into a conventional charge file. It is my impression, however, that most of us have been following traditional costly procedures; and that until the new interlibrary loan request forms came along, in turn followed by the preliminary draft of a new ALA interlibrary loan code which many of us have seen, we have done little fundamental probing of the problem. At the University of Pennsylvania our policy and experimentation have led us into channels which may interest you. An interlibrary loan librarian soon comes to sense the attitudes of the institutions with which he is

dealing, and to categorize them as "helpful," "liberal," "holier-than-thou," "difficult," "petty," or "stuffy." It will be useful and perhaps revealing to us at Pennsylvania if those of you who have had dealings with us would accept my invitation to write to me and tell me where you have classified us. If we fall into the holier-than-thou, difficult, petty, or stuffy classifications, we want to know it, and why. We know that some of you were not wholly happy about some of our simplified postal card forms, and sheet of instructions, even though they were designed to save work for recipient and sender alike.

### II

Let us now consider a few of the traditional procedures of interlibrary loan which detract from its usefulness. It is obvious first that not all institutions represented here will agree with me, and second, that it does not necessarily follow that they can be classified as stuffy. Further, unilateral criticism of specific practices cannot take into account all extenuating circumstances in various institutions. One cannot criticize those large institutions that lend generously and that bear a large share of the country's lending load as stuffy merely because they require that all their materials be used within the borrowing library. By virtue of this restriction, some of them will assert, they can be even more liberal in lending than would otherwise be the case. But one suspects that a dominating motive is that of protecting the book and of being assured of its immediate availability in the event of what the interlibrary loan code calls "summary recall." This protest against this "building use" restriction is based on a consideration of the reader whom we are trying to serve. The faculty member or scholar does not always have an office in the library building with easy or convenient access to the department which has custody of the loans; all his books and papers are somewhere else. He may live miles away. The "building use only" requirement more often than not is an unnecessary imposition on the reader and an additional detail for a busy service desk to be

<sup>1</sup> David, Charles W. "Remarks upon Interlibrary Loans Mid-20th Century Style," *College and Research Libraries*, 10:429-433, October 1949.

concerned with. It is further unsound from this point of view: that the perpetual policing of 999 loans in order to forestall the trouble the 1000th may cause is *ipso facto* the wrong approach. To be sure, there are classes of material—rare, unique, or fragile, which any librarian would be derelict to let circulate freely, and they are excluded from this argument; but for the bulk of the material such blanket restrictions seem to me to serve no useful purpose. The instances of summary recall seem rarely to arise. Unless an item be specifically exempted by either lending or borrowing library, why not give the latter responsibility for determining where an item can be used? Much good and little harm should result from such practice.

There will be those who will declare that it is no business of a borrowing library how the lender chooses to ship. It may not be its business, but it is certainly its concern when express charges are compared with ordinary book or library book postal rates. It is hard to argue with the librarian who says he will not send a bobby-soxer to the post office (unless that office be just around the corner) when the Railway Express agency will call at his desk, but it is harder to justify the borrower being asked to use express to return the book when the circumstances do not warrant it. Can not more books go by parcel post than now do? We are overconcerned with protecting our books from every conceivable mishap; we at Pennsylvania have had no worse experience with books sent through the mails than with those shipped by express. Incidentally, when you do ship by express, do you insist on the special book rate which is one half the first class rate up to a \$10 valuation?

Insurance is another matter in which many of us have been inclined to use traditional procedures unthinkingly. If a library has a sufficient volume of business it may find that an annual parcel post insurance policy costing \$50 is cheaper than coupon insurance or postal insurance. All the library need do is keep a running record of shipments in a ruled book provided by the insurance company. It may find that a rider attached to an all-covering fine arts policy can cover books borrowed (or lent) on interlibrary loan. Or it may find that it will save money by being its own insurer, and not buying insurance at all ex-

cept for items of special value. There seems to be a trend in this last direction which will bear investigating by those who follow the more conventional methods.

Collection of postal charges is another small but traditional part of interlibrary loan. It is proper that carriage charges should be borne by the borrowing library (or, according to its policy, by its reader). And yet the carriage costs constitute but a small part of interlibrary loan costs, emphasized probably because they are easily measured and represent out-of-pocket expense. We have received postal cards stating that we owed small amounts like 13 or 16 cents. We were sorry that we failed to return this postage but it was hard to avoid the conclusion that our colleague libraries had spent much more than the amounts claimed collecting them. The new ALA forms will simplify the matter of recording and refunding postage, and ought to result in the abolition of elaborate running accounts of postage spent and owed in libraries all over the country.

I should like also to present the provocative proposition that we are often overcareful in refusing to lend rare books. Between institutions that maintain active rare book collections based on a concept of research and service rather than on the mere treasure room concept of storage, such loans can be made with safety. The point is that a rare book curator who knows the personnel and the conditions under which a book will be used in another library can give an affirmative answer to a request when a negative one might ordinarily be expected. There are a number of institutions that have rare book experts on their staffs and we should be disposed to view favorably interlibrary loan requests for rare books from such institutions, though we should apply the restriction that the books be used in their rare book rooms.

The withholding of interlibrary loan shipments during the Christmas mailing rush makes some sense, but let us not carry it to the extreme of suspending operations as early as November 12, as has been known to happen.

Interlibrary loan for the large libraries has long since outgrown the hand-tailored exceptional transaction, handled personally by the chief librarian in his office. But the little amenities linger. It is nice to get a personal

note of appreciation and may we never forget that courtesy is involved in any interlibrary loan. But in our defense of the amenities let us not regret the passing of pretty phrases on the new interlibrary loan form. The ACRL committee recommended that correspondence be addressed to the interlibrary loan librarian only, omitting the name of an individual, and yet several libraries which have adopted the new forms, and have had the institutional names printed thereon, cannot resist also typing the names of the individuals involved. One interlibrary loan librarian declared that he was accustomed to warm up—to get into practice, so to speak—on the twenty-seven-letter name of Pennsylvania's interlibrary loan librarian, but I have told her that there will be wide rejoicing by those who do not have to type her long name over and over, time and time again.

### III

In 1941, a supplement to the ALA interlibrary loan code was drawn up by a committee of reference librarians for use in the Philadelphia area. In 1951, a revision of this code to conform to the local practice as it had developed among us was drawn up by a committee of representatives from five of the colleges and universities in the region. The draft received correction and approval at a meeting of the College and Reference Section of the Pennsylvania Library Association and was endorsed by the executive board of the Special Libraries Council of Philadelphia and Vicinity. The new code liberalizes several points and in certain procedures to which some institutions were unwilling to subscribe, suggests alternatives. We were able to build into the code several of the more friendly practices that have developed in the past few years and we hope that the code will exert a softening influence. Naturally, a local code can be more liberal than a national code; for we are better acquainted with our near neighbors, and the personal element often enters. Perhaps our local code offers possibilities for use in other similar areas, especially in academic circles.

The first deviation from the ALA 1940 code occurs in the opening sentence. The ALA code reads thus, "The primary purpose of the interlibrary loan service is to aid research calculated to advance the boundaries of knowledge by the loan of unusual books."

The Philadelphia code asserts, "The primary purpose of local interlibrary loan is to facilitate the use of books where they are needed." Both codes then follow the opening clause with the qualifying restriction, "after due provision has been made for the rights and convenience of the immediate constituents of the lending library." The local code adds, "it is desirable that the needs of serious readers and students should be satisfied as completely as possible through such local interlibrary loan." The ALA code states, "Some libraries may find it desirable to lend material for other than research purposes to institutions within their own territory or toward which they have some particular obligation. Such transactions should be considered as part of an extension service rather than as interlibrary loan." One of the difficulties of this latter provision, locally at least, was that the interlibrary loan concept was too strongly ingrained to be so easily given up and almost all transactions were recorded as interlibrary loans. Even when students came to us from neighboring institutions bearing letters of introduction with requests for books, the loans were charged not to the students but to their libraries. Here is the suggested procedure of what was termed "direct borrowing."

- a. The student presents a letter from a librarian indicating either specific title wanted or the type of study engaged in.
- b. If the library allows the student to borrow the books needed, it charges them to the student's library as it would any other interlibrary loan, adding also the name of the student.
- c. The lending library notifies the student's library of the books borrowed and the date due. The student should return the book but the lending library holds the student's library responsible for its safe return.
- d. Upon return of the books borrowed, the lending library notifies the student's library of their return.

Even this timid step was in the right direction but a real service spirit was still stifled by detail. All that was saved was packing, mailing, and collection of transportation charges, inasmuch as the student acted as his own messenger. A new paragraph in the revised code reads thus:

Readers should generally be expected to visit the libraries within the city for needed books unless such procedure is exceptionally inconvenient. For those libraries which will accept



direct student borrowing, alternative procedures are outlined as follows:

a. The student presents a letter from an authorized librarian indicating either specific title wanted or the type of study engaged in.

b. If the library allows the student to borrow the books needed, it charges them to the student. If the lending library has any trouble with the student over the return of the books or unpaid fine, the library of the student's institution should be notified at once. If disciplinary action is required, the student's library will initiate necessary action for the lending library.

c. Those libraries which are unwilling to lend directly to a student on his own responsibility may still be willing to let him act as his own messenger, although making the transaction an interlibrary loan. Confirmation of the loan should be made to the student's library if either library desires.

The effect is to relieve both libraries of unneeded duplication of the records of these transactions. We thus avoid policing the local loans that cause no trouble, and call upon the student's own library only when difficulty arises. Such difficulties occur infrequently and, kept in perspective against the number of loans, are as nothing (one student last year, for example, at each of three colleges). Some suburban colleges have been unfailingly cooperative in helping us to recover books lent to their students and faculty. In other quarters, there seems to exist the feeling that any action taken for us amounts to an assumption of responsibility. We have been rather liberal in our interpretation of the "present a letter" clause. When a student travels miles and gives up an afternoon to seek out a book at Pennsylvania, we do not say, "Go back and get a note, and come again tomorrow," but usually let him have the book, telling him that on any subsequent visit he is expected to bring a letter from his own librarian. Only occasionally do we guess wrong. We allow undergraduates introduced by other librarians to use our library for a two-week period (although the loan period on their books may extend longer), and give graduate students from other libraries privileges for the rest of the semester.

Our local code gives a broader interpretation of what constitutes the proper scope of interlibrary loan, as the following paragraphs (not in the ALA code) illustrate:

... Where a library is definitely committed to a certain subject or field, or places emphasis on

certain materials, it will promote the economical use of research materials if it will lend, regardless of the price or date of individual items, to institutions not having sufficient demand to justify their purchase of such items.

... Although it is seldom the custom to lend books for classroom use, libraries may be willing to lend to small groups of honor students, graduate seminars, or other study groups.

We changed the phrase "All oral requests should always be confirmed by letter" (which was tautological anyway), to "Oral requests should be confirmed by letter of the lending library wishes." This eliminated a lot of unnecessary paper work which had previously been part of the follow-up of a telephone transaction.

Pennsylvania has for years considered the acknowledgement of receipt of interlibrary loan packages an unnecessary step, but has felt obligated to conform to current practice when the books of other libraries were involved. We changed the local code statement: "Receipt of books borrowed should be acknowledged and when books are returned the lending library should so be informed," revising it to read: "Receipt of a book need not normally be acknowledged unless specifically desired, except for rare items, but when a book is shipped a separate transmittal notice should always be sent." We were delighted to have the new interlibrary loan forms eliminate the acknowledgement formality.

The University of Pennsylvania is fortunate to have housed in one of its buildings the Philadelphia Bibliographical Center and Union Library Catalogue. This is a non-profit corporation organized to provide and coordinate bibliographical services to the community. Its chief tools are the Union Library Catalogue of 3,500,000 cards describing 6,000,000 volumes in 171 libraries, and a national union catalog of microfilm. With the Union Library Catalogue, and several of our borrowing libraries, we have worked out arrangements by which a request for location made to the Catalogue automatically becomes an interlibrary loan request made to us, if the book is in our possession. Although the Philadelphia Catalogue does not execute the loans, as is the practice in some other regional centers, its procedure has reduced correspondence and cut the time involved by several days in our shipments to a half dozen libraries. We recognize that this service can be extended even further.

In his paper, "Interlibrary Loans Mid-20th Century Style," Dr. David proposed that books could often be mailed directly to a reader, with the request originating from the reader's own library. A few summers ago a graduate student away on vacation had to make a 300 mile round trip by train to Library A to consult two books borrowed from Library B. There was no reason other than the operation of tradition why Library B could not, at the request of Library A, have mailed those two books directly to the student at his summer address and have saved him the time and expense involved in the trip to the city. The University of Pennsylvania stands ready to act on such requests, assuming that they originate from authenticated sources, on behalf of responsible persons, and yet I have to report to you that since Dr. David delivered that paper, we have not received one such request.

#### IV

If there be a crisis in interlibrary loan, I

am inclined to believe that it arises chiefly because the increase in the volume of interlibrary loan requests has been superimposed on an unwieldy and expensive procedure. I do not believe that the mere volume of business constitutes any crisis. We must face the problems, reducing costs per unit, at the same time rejoicing over this increased volume. Clearly, the multiplication of interlibrary loan transactions is itself a development its early exponents could not have foreseen, but it is a development which mid-20th-century librarians look upon with favor. The view of the service-minded librarian embraces the desire to be rated helpful and friendly; while he hopes that the difficult days, with procedures resembling those of registered mail, are over. If anything I have said should contribute to the easier exchange of interlibrary materials, through the elimination of practices still smothered in tradition, not only will the librarian be the gainer, but so also will be the scholar, he, "soul-hydrotic with a sacred thirst."

By JAMES G. HODGSON and ROBERT W. KIDDER

## Errors and Incomplete Entries in Interlibrary Loan Requests<sup>1</sup>

*Dr. Hodgson is director of libraries, Colorado A & M College, and Mr. Kidder, assistant, Circulation Department, University of Illinois Library.*

THE LENDING of books between libraries, as so universally practiced in the United States, is not only an important method of making materials available to scholars and students in general, but, more specifically, it is linked with other current developments in interlibrary cooperation. As might be expected when cooperation is practiced, difficulties arise at certain points. Melinat<sup>2</sup> re-

ported in 1949 that, in answer to the question "What are your greatest problems in connection with lending material to others?" 74 per cent of the replies from university libraries gave "unverified citations," as did 33.3 per cent of the college libraries and 40 per cent of the public libraries, for an over-all average of 55 per cent. In every group except the public libraries this difficulty was also the one most often mentioned. Yet 87 per cent of the libraries queried said that they attempted to verify all citations before making requests, and most of them felt that they verified from 90 to 95 per cent of them. This contrasts with the 30 per cent of the university libraries, who say that most citations which come to them are verified and complete, while 60 per cent report that many are not verified and complete. For all libraries the percentages were 41 and 47.<sup>3</sup>

Previous comments have indicated the

<sup>1</sup> A summary of certain data and conclusions from: Kidder, Robert W. "The Verification of Interlibrary Loan Requests: a Four-fold Investigation," 1947, 124 p. and Hodgson, James G. "Errors in Interlibrary Loan Requests: a Further Consideration of Certain Data from the Kidder Study," 49 p. Both manuscripts are in the University of Illinois Library School Library.

<sup>2</sup> Melinat, Carl H. "The Administration of Interlibrary Loans in American Libraries," Unpublished Master's thesis, Syracuse University, 1949, pp. 67-68, 133.

<sup>3</sup> *Ibid.*, pp. 57, 110-11.

TABLE I  
 ERRORS IN REQUESTS FOR BOOKS AND SERIALS BY LOCATION AND TYPE<sup>14</sup>  
 (Not including 36 requests for theses and 7 unidentified items)

Location of Error	Total Requests	No. of Errors	Per cent	Errors per Request	Types of Errors			
					Omissions	Misspellings	Incompleteness	Inaccuracies
Books								
Author		67	14		39	9	4	15
Title		51	11		17	25	—	9
Edition		13	3		12	—	—	1
Place		109	23		106	—	—	3
Publisher		141	30		136	1	—	4
Date		71	15		46	—	—	25
Volume		12	2		10	—	—	2
Series		6	1		6	—	—	—
Contents		4	1		2	—	1	1
Total	232	474	100	2.04	374	35	5	60
Per cents			100		79	7	1	13
Serials								
Title		135	16		2	26	62	45
Place of Pub.		174	21		172	—	—	2
Volume		51	6		45	—	—	6
Pagination		77	9		75	—	—	2
Date		201	24		22	—	177	2
Series		3	1		3	—	—	—
Author of Article		83	10		83	—	—	—
Title of Article		109	13		99	—	—	11
Total	252	833	100	3.31	501	26	239	67
Per cents			100		60	3	29	8
Books & Serials								
Total	484	1,309		2.70	875	61	244	127
Per cents			100		65	5	19	10

<sup>14</sup> Compiled from Kidder, *op. cit.*, pp. 27, 28, 38, 39.

seriousness of unverified entries. In 1913 Hicks,<sup>4</sup> then assistant librarian of Columbia University, said that 80 per cent of the requests received were "unnecessarily incomplete and inaccurate," while Winchell<sup>5</sup> found that at the same library during the period from October 1929 to March 1930 approximately 60 per cent of the requests were incomplete and inaccurate. As a corollary it might be noted that Ewing<sup>6</sup> in 1933 reported that while 10 college libraries—out of 29 queried—reported verifying 90 per cent of their requests before they were made, in 14

large libraries—all those queried—only 25 to 80 per cent were verified.

Although the ALA Interlibrary Loan Code, Section 7,<sup>7</sup> reflects the common belief of libraries in verified entries, Kidder, as a result of the survey of the literature from 1921 to 1946, found the some 60 papers to reflect "a commonly-held assumption—that the large lending libraries must necessarily assume the burden of verification of interlibrary loan requests, inasmuch as the smaller libraries are not equipped with the bibliographic tools to do so."<sup>8</sup>

<sup>4</sup> Hicks, F. C. "Inter-Library Loans," *Library Journal*, 38:71, February 1913.

<sup>5</sup> Winchell, Constance M. *Locating Books for Interlibrary Loan*. New York, H. W. Wilson, 1930, p. 15.

<sup>6</sup> Ewing, Marion J. "Borrowing from Our Neighbors," *Library Journal*, 58:918-23, November 15, 1933.

<sup>7</sup> "Interlibrary Loan Code," *College and Research Libraries*, 2:319, September 1941; also: "Proposed Interlibrary Loan Code," *ALA Bulletin*, 34:200, March 1940; "Revised Code," *Library Journal*, 65:803, October 1, 1940.

<sup>8</sup> Kidder, *op. cit.*, p. 8.



### *Errors and Incomplete Requests at Illinois*

Kidder checked the accuracy and completeness of all requests for loans at the University of Illinois Library between November 1 and December 31, 1946. In those two months requests were received from 180 different libraries for 527 titles, a number which was considered as a fair sample of the activities for a full year. Even the large number of requests from a few libraries—230 from 20 libraries—was typical. Over half, 62 per cent, of the libraries making requests were connected with colleges and universities, and accounted for 74 per cent of all loans. When special libraries and those connected with some governmental agency were included, the total came to 92 per cent of the libraries and 93 per cent of the requests.<sup>9</sup> Standards for judging completeness<sup>10</sup> were based on the ALA Code<sup>11</sup> and the recommendations of Hutchins<sup>12</sup> and Winchell.<sup>13</sup> According to these standards there was a total of 1380 errors found in the 520 requests which could be identified, or an average of 2.65 errors per request. The largest number, 3.31 per request, was in those for serials.

As shown in Table I, the greatest number of errors, 93 per cent, occurred in the five most common elements of an entry for a book: author, title, place, publisher, and date. It also shows that the bulk of the errors consisted of omissions, with two-thirds of the omissions being of place and publisher. Actually those two elements accounted for one-half of all the errors in requests for books. Omissions in the author element may be serious. Of the 39 such omissions, 15 left out the forename, and three left out the author's name completely. Under title, two of the omissions were for the whole of it, with the series given instead; three omitted dates from the title, which could cause confusion with similar titles. The nine misspellings in the author's name could have been serious, particularly the three in the surname. The greater number of inaccuracies consisted of wrong dates of publication, while among the 15 under author, one was an incorrect fore-

name, one an incorrect middle initial, seven were entries under editor in place of author, and three were under the wrong part of a compound name. Actually 15 types of errors, 12 of them omissions of one type or another, accounted for 85 per cent of the errors in requests for books.<sup>15</sup>

In serials, as with books, the bulk of the errors, 501, or 60 per cent, consisted of omissions. It is only fair to state that the largest number of these omissions, 172, included 144 omissions of the place of publication after the title of the serial, which is not one of the elements considered as necessary by the ALA Code. The next three of the larger groups of omissions, author, title, and pagination of the individual articles, are most serious when microfilms or photostats are requested. But failure to include these elements makes it impossible, in any case, to be sure that the right volume has been sent. Naturally, it was impossible to tell whether any such errors had been made; and it was deemed impractical to verify the accuracy of the citations as to author, title, and pagination for individual articles, when they were given.

The majority of the inaccuracies in the titles of the serials requested (28 in all) were the giving of a title in a form other than that used in the *Union List of Serials*. Eleven of the inaccuracies were incorrect titles, most of them for foreign academy publications. In five cases the English translation of the title was given, which required retranslation back into the foreign language. All of the misspellings occurred in the title of the serial, and consisted mainly of inaccurate spelling of "Academy," "Society," and "Institution," in various foreign languages. Twenty-four of the 62 omissions under title were the use of abbreviations in place of full titles, another practice which can be misleading to the searcher.

As in the case of books, omissions of one kind or another made up the six most frequently noted errors among the 10 which accounted for 86 per cent of all errors. This compares with the 15 under books. Omission of month and day in the date was noted 177 times, which constituted 21 per cent of all errors in the requests for serials. The 144 omissions of place following the title ac-

<sup>9</sup> Calculated from Kidder, *op. cit.*, pp. 19, 26, 37, 47, and Hodgson, *op. cit.*, p. 14.

<sup>10</sup> These standards are given in full in Kidder, *op. cit.*, pp. 22-24, 34-36, 44-45.

<sup>11</sup> "Interlibrary Loan Code," *op. cit.*

<sup>12</sup> Hutchins, Margaret. "Inter-Library Loans," *Library Journal*, 50:902, November 1, 1925.

<sup>13</sup> Winchell, *op. cit.*, pp. 17-18.

<sup>15</sup> *Ibid.*, p. 31.

TABLE II  
TOTAL OF REQUESTS CLASSIFIED BY MOST SIGNIFICANT ERROR<sup>20</sup>

	Total Re- quests	Serious Errors	Per cent	Trou- ble- some Errors	Per cent	Minor Errors	Per cent	Total Errors	Per cent	With- out Errors	Per cent
Books	233	14	6	76	33	70	30	160	69	73	31
Serials	277	29	11	41	15	25	9	95	34	182	66
Theses	36	3	8	15	42	12	33	30	83	6	17
Total <sup>a</sup>	546	46	8	132	24	107	20	285	52	261	48

<sup>a</sup> Not including 7 unidentifiable requests, but including 26 requests for added material, calling for additional volumes of the same work, when included in the same letter.

counted for another 17 per cent.<sup>16</sup> Misspellings occurred in a greater proportion of the requests for books than in those for serials, both in proportion to the number of titles, and in the number of errors made.

In requests for theses the most often repeated error was the omission of the name of the university, a not too important criterion, since in most cases it might be assumed that the request was sent to the University of Illinois because the thesis was prepared there. Fifteen of the 16 errors in degrees were omissions, and one the citation of a wrong degree. Under title, seven were incomplete, four contained misspelled words, and two left the title out completely. In nine cases the date was omitted, and in four it was found to be incorrect.<sup>17</sup> Fewer errors were found in citations for Doctorate theses than for Masters', probably because of the availability of tools for verification. One of the theses, called for as a Master's thesis, was found to have been an "Honors thesis" and was not on file in the library.<sup>18</sup>

#### *Relative Difficulty of the Errors*

During the summer of 1950 the Kidder data was reworked by Hodgson to determine, if possible, any relationship between difficulties in identification of the requests and the types of material requested, and the libraries from which the requests came. As a result, the errors were classified into four groups according to the apparent difficulty of identification, and each request was counted but once, no matter how many errors were noted in each request. The groups were as follows:

1. *Serious errors*: Those which required tools other than the library catalog for verification, or the use of different parts of the catalog.

2. *Troublesome errors*: Those which would probably require additional time at the catalog, but which probably could have been figured in the same section of the catalog.

3. *Minor errors*: Those which could be corrected easily, or would cause little delay in the location of the call number.

4. *Errors not counted*: Those which were considered of such small importance as not to hinder the work of the searcher.<sup>19</sup>

Table II shows the total number of requests classified by the error most likely to give difficulty to the searcher. Here, perhaps, the most significant fact to be noted is the high percentage of serious errors found in the serial requests, compared with the relatively low percentage when all errors are considered.

Size of the requesting library, taken alone, did not show a high degree of correlation with the percentage of requests which contained errors. While more requests per library were received from the larger libraries, it was found that the proportion with errors was not consistent. That is, 40 per cent of the requests from libraries containing 500,000 or more volumes had errors, as compared to 49 per cent for those containing 200,000 to 499,999 volumes; 76 per cent for those containing 100,000 to 199,000 volumes; 58 per cent for those with collections between 50,000 and 99,999; and 71 per cent for those with collections of less than 50,000 volumes. Yet the actual correlation between the sizes

<sup>16</sup> *Ibid.*, p. 42.

<sup>17</sup> *Ibid.*, p. 45.

<sup>18</sup> *Ibid.*, p. 47.

<sup>19</sup> For a full statement of the types of errors included under each of the headings, see Hodgson, *op. cit.*, pp. 3-4.

<sup>20</sup> *Ibid.*, p. 7.

of the libraries and the percentages of requests with errors ranged from  $-.13$  to  $-.23$ , according to the system used, a far too low correlation to be significant.<sup>21</sup>

Since in general the largest libraries were those connected with universities, and the smallest those connected with industry and with governmental agencies, it is interesting to note that only 26 per cent of the requests from university libraries contained errors of a serious or troublesome character, as compared to 56 per cent from the colleges, 50 per cent from the public libraries, and 32 per cent from the special libraries.<sup>22</sup> The implication of these facts seems to be that both the size and the type of library have a relationship to the number of errors found in requests.

The difficulty in the type of material requested could be supposed to have a relationship to the number of errors made. If this is so, literature in foreign languages should be indicative of the tendency. In all, 47 per cent of the requests were for foreign materials, and they accounted for 35 per cent of all the errors. Yet 40 per cent of the troublesome and serious errors combined, and 58 per cent of the serious errors, were found in the requests for foreign literature.<sup>23</sup> However, there was found to be a more definite inverse correlation between the size of the library and the number of errors in the foreign material, since for serious and troublesome errors it came to  $-.38 \pm .01$  while for serious errors alone it came to  $-.28 \pm .01$ .<sup>24</sup>

As has been pointed out, 93 per cent of the requests received by the University of Illinois Library came from universities, colleges, special, and governmental libraries, the groups varying in size in that order. As pointed out, the colleges, the middle group in size, had the largest proportion of errors per request. They also asked for the smallest number of foreign language materials, in proportion to the number of requests, than did any other group of libraries, except the public libraries.<sup>25</sup> The inference is obvious: that while the size of libraries, type of libraries, and type of material asked for, all have an influence on the kind and number of errors made in requests, the relationship is not clear cut.

<sup>21</sup> *Ibid.*, p. 20.

<sup>22</sup> *Ibid.*, p. 24.

<sup>23</sup> *Ibid.*, p. 26.

<sup>24</sup> *Ibid.*, p. 27.

<sup>25</sup> *Ibid.*, p. 31.

### *Tools for Verifying Entries*

The bibliographical tools used for the verification of entries in Kidder's study were not selected in advance; instead, a list was compiled of the various places in which complete entries for the titles requested could be found. Book entries were checked first against the most important national library catalogs, second, in national trade bibliographies, third, in the more important and inclusive subject bibliographies, and, fourth, in the general encyclopedias and biographical dictionaries. The 232 book titles were verified 650 times in all, in 76 different tools, ranging from the *LC Catalog of Books*, verifying 126 titles, to a great many specialized sources which verified but one entry each.<sup>26</sup> It is interesting to note that six national library catalogs between them verified 227 titles, or 35 per cent of the total, while 16 trade bibliographies included 216 titles, or 33 per cent. These two types of tools accounted for 443 verifications in all. Seven subject bibliographies accounted for 79 verifications, while four encyclopedias and dictionaries between them had 36. These 33 tools together accounted for 558 of the verifications, or 86 per cent of the total.<sup>27</sup>

In verifying serials, only those which could not be located in the *Union List of Serials*, 2d ed., were checked in other sources. Since 247 of the titles were found there it was necessary to locate only five in other sources. Three were verified in the *List of the Serial Publications of Foreign Governments*, one in the *LC Monthly Check List of State Publications*, and one in the *Union List of Serials, Supplement, 1941-1943*. No attempt was made to verify the authors, titles, and pages of the individual articles through any of the subject bibliographies. For theses, 94 per cent of the Doctors', 43 per cent of the Masters', and 25 per cent of the Bachelors' were identified through printed sources, most of them special subject lists.

The extent to which libraries held the various tools for verification was obtained by circularizing a checking list of 30 titles, including 43 items, to 60 selected and representative libraries that between them had made 70 per cent of the requests. Properly checked lists were returned by 55 of the

<sup>26</sup> A full list of these tools is to be found in Kidder, *op. cit.*, pp. 109-18.

<sup>27</sup> *Ibid.*, p. 56.



libraries, for a 92 per cent return.<sup>28</sup>

Of the 25 university libraries, seven had all the tools on the list, while 18 had 35 or more, although the general average was brought down by the fact that a few of the smaller ones held only between 11 and 25 of the items. The general average was 35, or 88 per cent of the titles in the list. The one state library held 65 per cent. The average for the public libraries, which included a number of large ones, was 55 per cent, while the average for the colleges was 48 per cent. The federal libraries, including a few large ones, held 38 per cent, while the special libraries held but 15 per cent.<sup>29</sup> The holdings of the bibliographical tools were found to show a positive correlation with size of library ranging from +.86 to +.94, depending on the type of correlation used.<sup>30</sup> At the same time, the holdings of certain general tools by the special libraries was held to indicate the probable holdings by those libraries of the special tools of most use in identifying materials in the subject covered by those libraries.

#### *Testing of Serious Errors*

Kidder had found, in another test, that 82 per cent of the requests which were verifiable directly at the catalog had taken on an average two minutes and 54 seconds to locate. Another 9 per cent, not in the catalog, had been found to be correct citations, and these took an average of three minutes and 23 seconds to locate. However, the 5 per cent which were incorrect took an average of 12 minutes and 49 seconds for verification, while the 4 per cent that were unidentified had taken an average of 10 minutes and 32 seconds before the search was ended.<sup>31</sup> Since Hodgson had classified 8 per cent of all requests as having serious errors, it seemed reasonable to use that data as a check on the citations which were most likely to represent added costs to the lending library, at least in searching the catalogs.

Statistically, the 46 errors classified as "serious" constitute too small a total for con-

clusive statements, but the results are quite suggestive. Their distribution followed the general pattern in that the larger libraries, and the university libraries, had fewer errors per request, while the smaller libraries and the special libraries had the largest percentages. The college libraries and the public libraries, which were typical of the libraries in the middle-sized groups, showed an average number of such errors. Only in the case of foreign language literature was this distribution disturbed, for there public libraries, making less than 2 per cent of the requests for such literature, did not make any requests which contained serious errors.

About 17 per cent of the serious errors were misspellings which could have been due to carelessness or a failure to verify entries. Yet, when the libraries from which such misspellings came were compared with the libraries of a similar nature which had reported on bibliographic holdings, it seemed probable that those particular libraries had all the necessary bibliographic tools for the verification of those particular requests.<sup>32</sup> Leaving out the misspellings, on the possible argument that these errors were due solely to carelessness, even though they amounted to 3 per cent of all errors, it was found that 53 per cent of the remaining 38 errors were verifiable in sources which probably were in the libraries making the requests. Interestingly enough, the largest percentages of the verifiable errors were in the largest and smallest libraries, while the highest percentages of the unverifiable errors were found in the middle group, representing the college and public libraries.<sup>33</sup>

The general conclusion reached by both the Kidder and Hodgson studies is that entirely too many careless errors are being made in the citations in interlibrary loan requests, although errors in only about 8 per cent of the requests are causing serious difficulties. There is no real relationship between such errors and the size of the requesting libraries, or their type. In general, a very large proportion of the errors that are made could be avoided if the entries were properly verified in a few bibliographic tools owned by the majority of libraries concerned.

<sup>28</sup> For a list of the tools see Kidder, *op. cit.*, pp. 120-23; for the percentage held by each library see Kidder, *op. cit.*, pp. 104-8.

<sup>29</sup> *Ibid.*, p. 74.

<sup>30</sup> Hodgson, *op. cit.*, p. 11.

<sup>31</sup> Kidder, *op. cit.*, p. 90.

<sup>32</sup> Hodgson, *op. cit.*, p. 38.

<sup>33</sup> *Ibid.*, p. 33.

## Interlibrary Loan Practice and the Interlibrary Loan Code

*Mr. Melinat is associate professor, school of library science, Syracuse University.*

THE PRACTICE of lending books and other materials among American libraries has gone on for a good many years without much attention to the development of a uniform system. It was not until 1917 that the American Library Association felt it necessary to issue a "Code of Practice for Interlibrary Loans" for the guidance of cooperating libraries. This code was revised in 1940 by an ACRL Interlibrary Loan Code Committee<sup>1</sup> under the chairmanship of Mr. Harold G. Russell and officially approved by the American Library Association Council. The "Interlibrary Loan Code of 1940" has been the only concrete guide to policies in this field which librarians have had.

How well has the 1940 Code worked as a guide to the operation of this cooperative library service? Many librarians during the past few years have observed that the code was being constantly violated either through ignorance of its terms or by intent because of disagreement with its terms. This problem has assumed crisis proportion to many because of the increasing volume of interlibrary loans in recent years.

As part of a study on "The Administration of Interlibrary Loans in American Libraries,"<sup>2</sup> the writer was interested in discovering just what the interlibrary loan practice of libraries consisted of and how closely it was related to the code. A questionnaire, based largely on the code, was sent to a group of libraries to determine at which points practice varied from library to library and at which points it was uniform.

The selection of the libraries to be surveyed was based on the assumption that the libraries most concerned with interlibrary loans and those which controlled the practices involved were the large research libraries. To this group were added representative ex-

amples of other types of libraries to broaden the scope of the survey. The selection included: 45 library members of the Association of Research Libraries (two Canadian libraries and one research library, which did not lend books, were omitted); 23 university and college libraries which were actively engaged in research (selection based on a total of more than 35 Doctorates awarded by the institutions over a seven year period);<sup>3</sup> 21 college libraries selected as representative by Dr. Felix E. Hirsch for his study of interlibrary problems of college libraries;<sup>4</sup> and 24 public libraries with holdings of over 500,000 volumes.

Of the 113 questionnaires sent out, replies were received from 100 libraries and fell into the following groups: 50 university and special libraries, 30 college libraries, and 20 public libraries. From the responses to this questionnaire it is possible to determine the degree of acceptance of the policies as stated in the 1940 Code and to make some recommendations for revision.

Many of the recommendations suggested in this survey have already been incorporated into the code of 1952 now being prepared by an ACRL Committee on Interlibrary Loans under the chairmanship of Mr. William A. Kozumplik. The primary purpose of this report is to highlight some of the limitations of the 1940 Code and to emphasize the main lines of revision which should be considered in a code of 1952.

The first question put to librarians in this questionnaire was: "In borrowing books from other libraries, what code or set of regulations do you follow?" The majority (62%) of the libraries<sup>5</sup> surveyed follow the ALA Interlibrary Loan Code plus their own regulations. Only 20% follow the Interlibrary Loan Code without variation, and 16% use only their own set of regulations. The university and college groups follow the same

<sup>3</sup> American Council on Education. *American Universities and Colleges*. ed. by A. J. Brumbaugh. 5th ed. Washington, D.C., 1948, pp. 59-60.

<sup>4</sup> Hirsch, Felix E. "Interlibrary Loans from the College Viewpoint," *College and Research Libraries*, 10:434-9, 444, October 1949.

<sup>5</sup> Unless otherwise noted, the percentages given are for the total sample of 100 libraries.

<sup>1</sup> "Interlibrary Loan Code—1940," *College and Research Libraries*, 2:318-19, 376, September 1941.

<sup>2</sup> Melinat, Carl H. "The Administration of Interlibrary Loans in American Libraries." Master's thesis, Syracuse University, 1949. 140 p. (Microcard edition available from author at \$1.00)

pattern as the total sample, but the public libraries tend to use their own set of regulations more frequently (45%) and the ALA Code less frequently (10%).

This level of acceptance of the code is not high enough and may account for many of the dissatisfactions with the interlibrary loan system. It would seem that the task of getting near 100% acceptance of a revised code is as important as the revision itself.

The primary purpose of the interlibrary loan service is probably still in 1952 as it was in 1940, "to aid research calculated to advance the boundaries of knowledge by the loan of unusual books." The difficulty with this first section of the code is that it does not go on to mention some secondary purposes which are becoming increasingly important today. Our survey indicates that over one-third of the libraries borrow (40%) and lend (38%) for the use of undergraduate students. One-quarter (26%) borrow for any serious reader or student, while one-half (50%) are willing to lend to this group.

There seems to be no reason why a library should not borrow for any serious reader or student as long as each request is carefully screened and found to be necessary. Why should not an important secondary purpose of interlibrary loan service be to provide the reading as well as the research needs of patrons? If the library does not own and cannot buy the book or its equivalent for a serious reader, an interlibrary loan is certainly in order. To say that transactions for other than research purposes "should be considered as part of an extension service rather than as interlibrary loans" is misleading. It would be better to replace the last paragraph of this section with the statement that a secondary purpose of the interlibrary loan service is to provide the book needs of any serious reader or student when these needs cannot be met in any other way.

The statement in the code regarding restricted materials reads as follows: "Libraries are usually unwilling to lend; material in constant use; books of reference; books which are not to be taken from the library except by special permission; material which by reason of its size or character requires expensive packing; material which by reason of age, delicate texture, or fragile condition, is likely to suffer from being sent by mail or express."

This list of material which libraries are usually unwilling to lend corresponds quite well to present lending policies as discovered in our survey of procedures. However, it should be noted that books of reference are often lent by 7 percent of the libraries, rare books by 12 percent, material of unusual size by 11 percent, and material in fragile condition by 7 percent. Libraries do often lend to other libraries "books which are not to be taken from the library except by special permission." Our survey of procedures also indicates that one of the major problems of 12 percent of the borrowing libraries is the reluctance of libraries to lend certain types of materials. These materials are often of the type which do not circulate except by special permission. We shall probably always have disagreement on what constitutes restricted material, but the statement in the code should be as liberal as possible in order to encourage lending with a minimum of restrictions.

The need for verification of the bibliographic details of requested items is stated in the code as follows: "All citations ought to be verified; when this proves to be impracticable, the statement 'Not Verified' ought to be made and a reference given to the source of the information." This statement is far too weak to cope with a very real problem. Our survey indicates that almost half (47%) of the lending libraries are not satisfied with the references sent to them. Slightly less than half (45%) report that requests do *not* usually indicate "Not Verified" even when that is the case. Almost one-third (31%) indicate that there is general uncertainty as to whether citations have been verified or not. Over half (55%) of the libraries report unverified citations as being a major problem in connection with the lending of material to others. It is obviously unjust to burden the lending library with incomplete and unverified citations. It is suggested that this provision be modified to read: "All citations ought to be verified; when this proves to be impracticable, the statement 'Not Verified' *must* be made and a reference given to the source of the information; *disregard of this provision is considered a sufficient reason for declining to lend.*"

Sufficient examples have probably now been given on the relationship between interlibrary loan practice and the Interlibrary Loan Code.



In pointing out some of the limitations of the 1940 Code, many sections which agree with practice and probably need no revision have not been considered. Any complete comparison based on the present survey makes it apparent that the 1940 Code is still basically sound. Some of its provisions simply need to be revised to meet present day conditions and practice.

The college libraries are probably more than any other group dissatisfied with the provisions of the code as they now stand; the code was written too much from the university library point of view. The public libraries, borrowing much less for research purposes, tend to ignore the code when it does not suit their purpose. The college libraries, however, borrowing heavily from university and research libraries, cannot do this and still meet the needs of their patrons. They tend to believe that the code lacks the liberality necessary for effective interlibrary cooperation in the use of materials. Certainly any revision of the code should consider more carefully the problems of the college and public libraries.

The Interlibrary Loan Code needs constant revision to make it adaptable to changing conditions. The original code of 1917 stood 23 years before being revised in 1940 and that revision is now out-of-date. The fact

that the code is adhered to on a voluntary basis makes it important that it be revised at frequent intervals. As long as its provisions meet general agreement among participating libraries, it will act to make practice more uniform. As soon, however, as there is marked variation between its provisions and actual practice, it will fall into disrespect and disuse.

Provision should be made for constant revision of the code through the appointment of a permanent ACRL Committee on Interlibrary Loans. This committee would be charged with continuous appraisal of interlibrary loan practice and the drafting of amendments to the code as needed.

The final success of these efforts toward uniformity of interlibrary loan practice depends upon the cooperation and enthusiasm of all librarians concerned. The Association of College and Reference Libraries must take on the job of making the code known and making it liked by all cooperating libraries. Why not get the library supply houses to include a copy of the code with each order of Standard Interlibrary Loan Forms? Only by getting an oversupply of copies in circulation and generating enthusiasm for their use will the code contribute to the free flow of materials from one library to another. It provides a real basis for cooperation.

By MARY LOU LUCY

## Interlibrary Loans in a University Library

*Miss Lucy is reference assistant, Columbia University Libraries.*

A SURVEY of current practice in interlibrary loans at Columbia University Libraries, based on the records of all transactions begun between July 1, 1951 and April 30, 1952, was made during the first six months of 1952. The study includes the types of material borrowed and loaned, the libraries involved, the procedures used, and the costs to Columbia.

In 1940<sup>1</sup> it was estimated that the cost of lending a volume, excluding transportation, was about \$2, but since that time, costs have

risen, the standard request form has been developed, express rates have gone up, and photographic processes have been greatly improved. A new appraisal of the situation was desirable, so the study was made to determine how much interlibrary loans now cost Columbia and whether or not costs can be reduced without reducing service. Since masters' essays and dissertations make up a large portion of the total transactions, they deserved special attention. Inadequate preparation of requests for loans was known to contribute to costs, but the seriousness of this problem had not been determined. These were the major areas studied, although all factors affecting costs were considered.

Fortunately, complete records had been kept during the year, so figures on both in-

<sup>1</sup> Columbia University Libraries. *Annual Report*, 1939-40.

TABLE I  
MATERIAL LOANED BY COLUMBIA<sup>1</sup>

Kinds of Libraries	% of vol.	Total no. of vols.	Books			Serials		Theses			Other No.
			Before 1900 No.	1900-1940 No.	1941 & Later No.	Before 1940 No.	1940 & Later No.	M.A. No.	Ph.D. -1950 No.	Ph.D. 1950+ No.	
University	55.1	1041	105	339	89	112	40	171	63	54	68
College	20.0	378	28	135	34	33	26	64	35	20	3
Government	11.9	226	7	79	20	39	24	31	5	20	1
Business	6.1	114		23	13	24	30	12	9	3	
Public	2.1	41		15	5	1	1	18	1		
Foreign	2.1	41	2	25	5	2	2	1	2	2	
Other	2.6	50	2	8	4	13	5	7	9	2	
Total Vols.		1891	144	624	170	224	128	304	124	101	72
Percentage			7.6	33.0	9.0	11.8	6.8	16.1	6.6	5.3	3.8

<sup>1</sup> Figures for ten month period.

coming and outgoing requests, transportation charges, and use of the Union Catalog are based on actual count. Supply costs have been determined by counting specific kinds necessary in each procedure. To obtain the cost of staff time devoted to interlibrary loans, a time study was made for two weeks in which 210 transactions were begun. Time was kept on all parts of the total procedure, rather than on one complete transaction. Staff time in departmental libraries is based on the timing of 86 transactions involving eight departmental libraries as well as the central loan desk. Time reported by departmental libraries may not be as reliable as desirable, because of the limited number of transactions spread over several departments. In the ten-month period, departmental libraries contributed 55.4% of the loans made, while 44.6% were loaned from the central collection.

#### Lending

Columbia's policy is to lend to any library within the United States, Canada, or Mexico and to other libraries in special circumstances. Lending outside these countries actually presents no problem because requests are seldom received. The new interlibrary loan code is followed in all respects, but all volumes borrowed or loaned are required to be used within the library building. There are no blanket restrictions on lending, although in some instances, circulation of any kind is prohibited by the terms of the establishment of a

particular collection. Otherwise, the decision on lending rests with the department which owns the volume, rather than with the interlibrary loan librarian.

During the period studied, requests for 2971 titles were received, of which 1726 (58.1%) were loaned to 419 libraries. In addition to this number, 97 (3.3%) were referred to the Medical Library or Teachers College which have separate interlibrary loan services, after it had been ascertained that the volumes were available for loan. There were 469 (15.8%) requests which were not filled although the material was in the library. These were not loaned for the usual variety of reasons, such as in use, at the bindery, on reserve, etc., but the largest number were in the Avery Library of Architecture which includes art and archeology. Since this is a rich collection, we receive a large number of requests for material in it; however, nothing may leave the building under any circumstances. In the second largest category of loans not granted, photographic copies were offered in place of 71 volumes of periodicals, when the articles wanted consisted of 10 pages or less.

There remain 679 titles requested (22.8%) which were not owned by the library, including 377 book titles and 28 serial titles of which no volumes were owned. It can be shown that regular use of the Union Catalog at the Library of Congress would considerably reduce requests for material not owned by the library, and increase the efficiency of the

TABLE 2  
MATERIAL BORROWED BY COLUMBIA<sup>1</sup>

Columbia Readers	Books		Serials		Theses		Other	Total Volumes
	Before 1940 No.	1940 & Later No.	Before 1940 No.	1940 & Later No.	M.A. No.	Ph.D. No.	No.	
Faculty	35	21	16	2	8	25	12	119
Instructors & Lecturers	41	9	17	1	2	9	8	87
Ph.D. Cand.	84	18	31	4	19	84	64	304
M.A. Cand.	24	18	12	1	6	18	6	85
Other	6	4	12	8	6	15	14	65
Total Volumes	190	70	88	16	41	151	104	660

<sup>1</sup> Figures for ten months.

borrowing library. In a recent *LC Information Bulletin*<sup>2</sup> it was reported that of 817 titles searched, 72.8% were located immediately, with 234 located outside of LC. The *Author Catalog* would have located 391 of these at once.

Columbia's experience further demonstrates the value of using this means of location. Even after the New York Public Library and other likely libraries in the city had been searched, leaving relatively unusual titles to be sent to the Union Catalog, 61.8% of the titles sent by Columbia, were located immediately, of which 47.6% were found outside of LC. In New York, locations can usually be received from the Union Catalog within 48 hours. Another 11.6% of the titles sent were located through circularization, making a total of 73.4% located, with 59.2% located outside of LC. Columbia always attempts to locate copies in other libraries first, except those for the use of faculty members which are often borrowed directly from LC. It is encouraging to find in their annual reports that there is an increasing use of the Union Catalog since it relieves libraries of some of the searching for titles not definitely known to be in their collections.

### Borrowing

Columbia attempts to borrow for graduate students, faculty, visiting scholars, and members of the various branches of the University, but all borrowing is done for individual use, only. During the period studied, volumes were borrowed for 45 faculty mem-

bers, 23 lecturers and instructors, 120 Ph.D. candidates, 53 masters' candidates, and 32 other members of the University. Table 2 shows a detailed breakdown of the 660 volumes borrowed, representing 517 titles. Easy access to large libraries may account for this seemingly low number of borrowers in a university of Columbia's size.

Of 794 transactions begun, 76.2% were satisfactorily completed, which includes the 7.8% of the titles which were found at Columbia or in the city, 3.2% for which only locations were wanted, and the 65.1% actually borrowed. Locations were known for 535 titles, since 224 were theses or dissertations, 62 were in the city, and 229 were located through the *Union List of Serials*, bibliographies, or borrowed from the Library of Congress. The remaining 259 titles were sent to the Union Catalog which located all except 76. A large number of the 113 titles not available for loan were classed as rare books. (Many of these would have been obvious but as lending policies vary, with some libraries being exceptionally generous, it seemed only fair to our readers to make the requests.)

Although an attempt is made to spread borrowing among as many libraries as possible, there has been a necessary concentration of Columbia borrowing on both LC and Harvard, because only these libraries owned the material. We were able to lend a comparable number of volumes to most of the other libraries from which we borrowed. Ten or more volumes were borrowed from each of eight other university libraries: California-Berkeley, Chicago, Cornell, Michigan, Penn-

<sup>2</sup> Library of Congress. *Information Bulletin* 11:12, May 19, 1952.



TABLE 3  
ERRORS AND INCOMPLETE CITATIONS IN INCOMING REQUESTS<sup>1</sup>

Material	Number of Requests	Number Correct	Number Correct	Number Unver.	Per cent Unver.	No Date	Other Errors	Total Errors	Errors per Request
Books	243	16	6.7	204	83.9	72	230	506	2.09
Serials	49	8	16.3	41	83.6	1	135	177	3.61
M.A.	53	4	7.5	49	92.4	7	9	145	1.30
Ph.D.	59	3	5.1	56	94.9	24			
Total	404	31	7.7	350	86.8	104	374	828	2.04

<sup>1</sup> Figures based on study of all requests received in one month.

sylvania, Princeton, Stanford-Hoover, and Yale. The remainder were scattered among 88 libraries.

### *Preparation of Requests*

Incomplete incoming requests is one of the most troublesome aspects of interlibrary loan. A more complete study of this problem can be found elsewhere in this issue, but a report of findings in another situation may be of interest. It may be agreed that every library desires to lend whatever it can to other libraries, but as is shown in Table 3, the borrowing library too often sends inadequate information for the desired volume to be found without difficulty in the lending library or even to be found at all, although the volume is there. In a four week period, 404 requests were examined for completeness according to the ALA code<sup>3</sup> and only 31 (7.7%) were found to be complete in all respects. In this study no distinction was made between errors and omissions, and the *Union List* was counted as verification of serial titles. A total of 828 errors were made, or 2.04 per request. Table 3 shows the distribution of errors. It is possible that not all of the information required by the code is essential to find the volume; for example, omission of publisher was probably of little consequence. On the other hand, over one-fourth omitted the date of publication, which is absolutely essential as few libraries have the staff time for verification of titles in bibliographies and indexes which are chiefly by date of publication. The average cost of verification is reported with other costs in this paper.

Lack of verification accounted for 42.3% of the total errors made. It is possible that

libraries do verify, but omit the source of verification on requests, but this is of little aid to the lending library. Melinat<sup>4</sup> found that 87% of the libraries reporting in his study attempt to verify and the majority do verify (90-95%). If verification is sometimes impossible, than even a small library can provide the source of the reference. In the six requests in which the sources were given, without verification, two were discovered to be incorrect, with the author entirely omitted in one and misspelled in the other. Had these sources been omitted, these titles would not have been properly searched.

At Columbia it has been found necessary to require the reader to provide a printed source of reference when he fills out the initial request form. This need not be a national bibliography or library catalog, but rather the place where he saw the reference to the title he wants. The interlibrary loan librarian must then verify the information before sending it out, or in rare instances where verification is impossible, the source must be given.

Incomplete information given for dissertations and essays make them especially difficult to find. Often no indication is given of whether it is an essay or dissertation; dates and first names are omitted, and only approximate titles are noted. Some of this can be justified because of inadequate lists of masters' essays, the increasing number of notes on titles in progress, and the delayed publication of lists of dissertations completed. It is especially important to give the source of the reference in these cases where verification is impossible. In the latest volume of *Doctoral Dissertations Accepted by American*

<sup>3</sup> American Library Association. "Interlibrary Loan Code." *College and Research Libraries* 2:318-19, 376, Sept. 1941. See also new code in this issue.

<sup>4</sup> Melinat, Carl H. *Interlibrary Loan Practice and the Interlibrary Code*. M.A. thesis, Syracuse, 1949. p. 57.

*Universities* a distinction has been made between Columbia and Teachers College which may help to reduce the number of requests which now have to be identified and sent on.

### *Multiple Request Form*

On the brighter side, the multiple,  $5 \times 8$  forms, approved by the ALA have been found to be more than satisfactory at Columbia. It is encouraging to know that an increasing number of libraries are using them, and it is to be hoped that more of the large libraries will soon adopt them. At the end of April 1952, only 22.3% of all the libraries which had made requests since January 1952 were using this form, with 24.1% of the college and university libraries using them. The real success of the form lies in standardization of procedure. A detailed study of the clerical time necessary using the old routine compared with that using the new form was made during the same two weeks of the cost study. An average of five minutes and two seconds were saved on each outgoing request, and nine minutes and 24 seconds were saved on each incoming request when the form was used. The substitution of window envelopes was included. If the clerical time is computed at 2¢ a minute, the cost of routines is reduced more than 10¢ on borrowing and 18¢ on lending, while the form costs 2.8¢, and at the same time other supplies are saved. Specifically, time was saved as follows: no acknowledgment of receipt, less time to prepare return notice, less time on renewals, no typing of envelopes, and less typing of records.

Theoretically, professional time is saved on verification, but since 24% of the titles not verified in the 404 requests were on the new form, and this corresponds roughly to that using the form at the time, it appears that little influence has been exerted. However, professional time is saved in checking the catalog when one title is given per page because titles can be alphabetized and checked in order. Loans go out faster when one title no longer has to be held until all others are ready. Of course, this could be true of any form, but it is now compulsory.

There has been a noticeable drop in the amount of correspondence handled with the use of the form and the elimination of acknowledgment of receipt. From January through April 1952, there was a decrease over the preceding six months of 1200 pieces which

represented a drop of only 108 titles involved. This means a substantial saving in a library where correspondence runs into thousands per month.

### *Photoclerk*

The possibilities of using the photoclerk in interlibrary loan have not been fully explored at Columbia, although some experimentation has been done in an attempt to eliminate extra typing. At present every incoming request has to be copied on a multiple call slip for either the central loan desk or the departmental libraries. A brief record by author of volumes out on loan is also kept, which we find useful, especially when there are waiting lists for some titles. Since the new form can be photoclerked very well, with space left for writing in, and the print can be sent by pneumatic tube, this may be a means of shortening procedure. More work needs to be done on this before anything definite can be reported.

### *Costs of Interlibrary Loans*

Costs of personnel needed for both borrowing and lending are based on a time study of procedures for two weeks in which 164 incoming requests and 46 requests from Columbia readers were received. By averaging the time spent by the four people involved in the borrowing process (reference assistant, clerk-typist, page, and shipping clerk), and multiplying by the individual rate per minute, the cost of personnel per volume borrowed was found to be \$1.47. The rate was determined by taking the net time worked by a full-time employee, 1680 hours, and dividing by the annual salary. Transportation costs were added for all loans during the 10 months and found to average 95.5¢<sup>5</sup> per volume, and to this was added 17.5¢ for supplies including postage, and 10¢ for shipping supplies. (Columbia does not use shipping bags.) These costs total \$2.70 per volume borrowed, with 54.5% in personnel costs, 35.4% in transportation and the remaining 10.1% in supplies.

Fees collected from Columbia borrowers at the rate of \$.50 per printed volume and \$1.00 for a ms. thesis, totaled \$409 in ten months, which makes the net loss on transportation 33.5¢ a volume and the total net cost to

<sup>5</sup> The average cost by express was \$2.19 and by mail, \$.26.

Columbia \$2.08 a volume. The apparently low cost of transportation can be explained by our policy of sending material by first class mail whenever it is cheaper than paying the minimum express rate of \$1.61 each way. Up to three and one-half pounds can be sent for less by first class mail than by express anywhere in the country. We were also able to return two or more volumes together on many occasions.

The average cost of lending was found to be \$1.27 per volume, divided as follows: \$1.07 in personnel costs, 9.6¢ in supplies including postage, and 10¢ in shipping supplies. These costs do not include the campus messenger or the telephone, both of which are rather large items in a library with departments in many different buildings. The cost of processing a request which did not result in a loan averaged \$.58, while the average cost of requests for material not borrowed was \$.99. The incoming requests which required verification cost 23.5¢ to verify.

It is interesting to compare the cost of transportation of a dissertation by express at \$3.22 both ways, with the average cost of a microfilm copy. University Microfilm has estimated the average cost of a copy on microfilm at \$2.78, based on a count of more than 500 titles. There are some limitations in using this alternative, aside from possible inconvenience to the reader, because there are now just 24 participating institutions, and some of these are not yet represented in *Dissertation Abstracts*. During the 10 months, Columbia still loaned 101 dissertations completed in 1950 or later, although they were available on microfilm. The cost of processing the film copy after it has been purchased by the library is always an argument for not buying them, but it would be cheaper to buy them and throw them away than to borrow and return by express. In many instances it would be cheaper to buy the film than to borrow by first class mail.

### *Renewals*

In an effort to determine whether or not the length of the loan period had any effect on renewals, the loan periods were tabulated for all titles borrowed by Columbia. Renew-

als were requested on 26.7% of the titles. The ratios of loan periods to renewals were as follows: 1 month, 14.4% of loans and 13% of renewals; 3 weeks, 16.4% of loans and 16.8% of renewals; 2 weeks, 67.9% of loans and 69.7% of renewals. These correspond so closely that apparently the length of the loan makes no difference. Columbia's usual loan period is one month, and only 5.8% were renewed. The average cost of renewing a title loaned was found to be 18¢, and that of renewing a title borrowed was 12¢.

### *Summary and Recommendations*

Costs of interlibrary loans at Columbia can be reduced without reducing the service. Approximately \$400 was spent in 10 months on requests for material not owned by the library. Other libraries can make use of the Union Catalog first, and resort to guessing at locations only after this has been done, since it has been shown that a large percentage of titles can be rapidly located by this means. Borrowing libraries can also give more complete information on requests. If verification is not possible, the source of the information can be included. More care can be taken in requesting essays and dissertations which are so troublesome to the lending library.

General use of the multiple  $5 \times 8$  form would reduce costs both through elimination of many supplies, and reduction in the clerical time needed to process requests. This would mean use of the form by the very large libraries, especially since many of them have not yet adopted it.

Libraries which borrow from each other with some regularity could send annual bills for postage to eliminate the constant counting and handling of small packets of stamps now necessary.

Other means of reducing costs might be found through a more intensive study of procedures at Columbia with a view toward reducing clerical time on procedures, and substituting some clerical time for professional time. But for the most part, reduction of our costs depends on greater cooperation with other libraries. It is hoped that the new code will help in this direction.



# General Interlibrary Loan Code 1952

The General Interlibrary Loan Code 1952 was accepted on July 4, 1952, by the Council of the American Library Association as replacement for the ALA Interlibrary Loan Code 1940, of which it is an enlargement and revision. It has also been approved by the executive bodies or membership of the American Association of Law Libraries, American Theological Library Association, Catholic Library Association, the ALA Public Libraries Division, the Special Libraries Association (in principle), and of course, the Association of College and Reference Libraries.

This 1952 Code was prepared by the Committee on Interlibrary Loans of the ACRL. The final draft represents two years of committee work and the suggestions of more than 75 librarians representing all types of libraries. This basic code reaffirms accepted policies and establishes standard procedures to cut costs and control the greatly increased volume of loans. With this code as a basis special types of libraries (such as music, medical, or state libraries) may easily develop supplements to cover their unique needs.

The code does not answer all questions pertaining to interlibrary loans, nor can it be all things to all libraries, but it can be used in the following ways: to provide a manual of generally accepted procedures for librarians without previous training or experience in handling interlibrary loans; to correct abuses of the interlibrary loan privilege and to bear witness that the service is a courtesy and not a right; and, finally, to effect a more efficient handling of interlibrary loan requests so as to relieve a measure of the present strain on the large research libraries which bear the principal burden of the loans between libraries.

Members of the ACRL Committee on Interlibrary Loans are: Mollie Hollreigh; Louise M. Milligan; Dorothy S. Scherer; Bernice S. Smith; Margaret D. Uridge; and William A. Kozumplik, Chairman.

Reprints of the General Interlibrary Loan Code 1952 may be obtained for a nominal sum from Gaylord Brothers, Syracuse, New York.

*"Continued disregard by a borrowing library of the provisions of this Code is sufficient reason for another library to decline to lend to said library. . . . Interlibrary loan*

*service is a courtesy and a privilege, not a right, and is dependent upon the cooperation of many libraries."*

## I. Introduction

1. Interlibrary loans are transactions in which material is lent by one library to another library for the use of an individual borrower. Interlibrary loan service *supplements* a library's resources by making available, through direct loans for a *short* period of time, materials located in other libraries and not owned by the borrowing library.

2. The volume of interlibrary loans makes it desirable to formulate basic policies regulating this service and to recommend the national adoption of standard forms and uniform operating practices in the interest of maximum reciprocal effectiveness, efficiency, and economy. To this end the General Interlibrary Loan Code, consisting of policies and operational procedures, is set forth.

3. This General Code does not deny the formulation of special codes, which would widen and extend the purpose and scope herein stated. Such codes are generally mutual assistance agreements, based on the national code, written for specified libraries, *e.g.*, the members of a regional union catalog or bibliographic center, and for library systems of a similar type or of a geographic area, such as state library service (sometimes called "extension service"), school systems, large public library branch systems, *etc.*

## II. Definition of Purpose

The purpose of interlibrary loans is to make available for research, and for serious study library materials not in a given library, *with due provisions made by the lending library for the rights of its primary clientele.*

## III. Responsibility

1. Interlibrary loan service is a *courtesy and a privilege*, not a right, and is dependent upon the cooperation of many libraries. Because of the cost of the service and the conflict in demands for certain classes of material, the interlibrary loan service should be restricted (especially when borrowing from large research libraries) to requests that *cannot* be filled by any other means.

2. In the interest of furthering cooperative

research both the borrowing library and the lending library are responsible for understanding and abiding by the purpose and limitations of such loans; it is especially desirable that the lending library interpret as generously as possible its own lending policies.

3. As applied to research for advanced degrees, it is assumed that the candidates in any institution will choose dissertation topics according to the resources at hand and not those which will involve attempting to borrow a large part of the necessary library resources from other libraries.

4. It is assumed that the borrowing library will carefully screen all applications for loans and that it will *reject* those which *do not* conform to the Code.

#### IV. Conditions of Loans

1. The safety of borrowed materials is the responsibility of the borrowing library from the date of their arrival in that library to the date of their receipt back by the lending library.

2. In the case of loss or damage the borrowing library is obligated to meet the cost of repair, rebinding, or replacement (including processing costs), or to supply a replacement copy, whichever is preferred by the lending library.

3. The borrowing library is *bound* by any conditions or limitations of use imposed by the lending library. If no specific conditions have been made, the borrowing library will safeguard borrowed materials as carefully as it would its own.

4. It is recommended that any limitations on use (such as "For use in library building only") be based on the physical condition or the bibliographic character (*e.g.*, rarity, fragility, uniqueness, etc.) of particular items rather than blanket restrictions on all materials lent.

5. Photographic reproductions should not be made of theses, manuscripts, or other unique materials on loan without first receiving permission from the library owning the original.

6. Special conditions on the use of unpublished theses may be imposed by the lending library. These may include restrictions to use within the library building; permission required from the author for the loan or reproduction of the thesis; signing by the individual borrower of a "use sheet" in front of thesis.

#### V. Scope

1. Almost any material possessed by a library, unless it has been acquired on terms which entirely preclude its loan or duplication, may on occasion be lent to or photographed for another library. The lender alone must decide in each case whether a particular loan or photographic copy should, or should not, be made.

2. However, because of the purpose of inter-library loans, libraries should *not* request, *especially of research libraries*, the following types of materials (unless asking under a special cooperative agreement): Current fiction; *current issues of periodicals* (some libraries may be willing to lend current issues of foreign or little used periodicals); *inexpensive items currently purchasable* in this country; books for class use; a high percentage of the books basic for a thesis being written for the borrowing institution; current books for which there is *anticipated a recurring demand* in the borrowing library.

3. Moreover, libraries *ought not* request, *especially of research libraries*, excepting under unusual and explained circumstances the following types of materials: extremely rare books; *a very large number* of titles at one time for *one applicant*; music to be used in public performance; works difficult and expensive to pack, *e.g.*, newspapers.

4. Furthermore, libraries should be prepared to have their requests *unfilled* if the material requested is considered by the owning library to be too rare, fragile, irreplaceable (manuscript or other unique item) or if it is of a collection which cannot leave the premises; is in *great demand*, either actual or immediately anticipated; or is a microfilm or other photographic reproduction for which the original material or another film copy is not easily available for replacement copying. (Cf. Appendix V: Policy on the Interlibrary Lending of Microfilm.)

#### VI. Expenses

1. *Payment* of transportation costs both ways, including insurance, is to be met by the *borrowing library* except where agreements to the contrary exist.

2. It may be necessary for some libraries to add a flat service charge per transaction for professional and clerical services rendered.

3. The borrowing library may require, de-

pending upon its policy, total, partial, or no reimbursement of expenses from the applicant for whom the transaction was negotiated.

4. Payment of costs is normally made at the conclusion of each transaction by the borrowing library enclosing the sum in stamps with the notice of return shipment (not with the material itself) or periodically on receipt of a bill from the lending library.

Note: In order to avoid the use by some libraries (including many government libraries) of expensive shipment by express-collect, the borrowing library may arrange to send with its requests the estimated postage for book-rate shipment.

5. In order to keep expenses as low as possible, especially clerical costs, it is recommended that standard labor-saving devices (cf. Appendixes I and II) and uniform procedures especially designed for interlibrary loans be utilized.

## VII. Placement of Requests

1. Libraries should apply first to the nearest institution known or expected to possess the desired material. *Special care* must be taken, however, to *avoid* asking the larger libraries to support an undue proportion of the interlibrary loans. Unless mutual agreements are operative, avoid concentrating requests upon a few libraries.

2. When it is not known where the desired material is, or might be located, a regional union catalog or the National Union Catalog at the Library of Congress may be consulted. (Cf. Appendix IV for list of addresses.)

## VIII. Information Required on Requests

1. Materials requested must be described completely and accurately, following accepted bibliographic practice (see VIII.3 below).

2. Items requested *should be verified* and *sources of verification* given. (Cf. Appendix III for standard abbreviations of sources of verification.) When verification is impossible, because of lack of bibliographic tools, the statement "Cannot verify" should be made and the original source of reference be cited, including page reference. If this provision is disregarded, and the bibliographic data appear to be incorrect, the request may be returned unfilled.

3. Specific information required for requests is:

### a. BOOKS or pamphlets:

1. *Full author entry*, corporate or personal; when personal, supply full names, or at least the correct surname and initials of forenames if full names are not ascertainable.
2. Title, exact and full enough for positive identification.
3. Edition, when a particular one is sought. Specify "Any edition" if such is satisfactory.
4. Imprint, including place of publication, publisher (if known) and *date*.
5. Volume number if part of a set; give title of set if different from individual title.
6. *If part of a series*, give title of the series and the serial number of the item.

### b. SERIALS:

1. Exact title of the serial, complete enough for positive identification.
2. *Volume number*.
3. *Date of volume*; if very recent volume or if issues are separately paged, give also the number and/or date of the issue wanted.
4. Inclusive *pagination of article* desired, if this information is available.
5. *Author and title of the article*, or subject if the title is not known.

Note: Occasionally special and government libraries will withhold this information in order to protect their organization's research interests.

4. For foreign language material, author and title, and/or serial title, must be in the *language of the version desired*, not in translation. In the case of non-Roman alphabetic languages, this information should be transliterated. For Oriental languages, and other languages admitting of several transliterations, the transliteration should be accompanied by slips giving the author and title in the original script, supplied by the applicant for the loan.

5. If the applicant's name, status (occupation or other identifying description), and purpose are given on the request, the loan frequently may be obtained when otherwise it might be refused. This information may be required by some lending libraries.

6. If there is a date by which the material must be received to be useful, this should be indicated on the request.



7. It is recommended that the *borrowing* library in initiating requests use standard multiple-part carbonated *unit-request forms*, utilizing window envelopes, as approved in principle by the ACRL. Their use is described below. (Cf. Appendix II for further description.)

- a. If forms cannot be used, the same principles should be followed in request correspondence, particularly in respect to giving only a single title per letter sheet.
- b. It is understood that use of the multiple-part unit-request form described below does not necessarily apply to loans within a cooperative agreement system which has its own special forms and procedures. It is recommended, however, that libraries within such a system abide by the provisions below when making requests of libraries outside their "system."

c. Use of the multiple-part unit-request form:

1. Each request form should contain only one book-title or one volume of a serial.
2. The name and address of *both* the borrowing and lending library should be on *each* unit-request.
3. The first 3 parts of the request form are to be sent to the lending library as the initial request.
4. Several unit-request forms may be placed in one envelope (window envelopes are recommended). However, do not add to a unit-request form any information or question regarding a different request.
5. Self-addressed gummed standard interlibrary loan shipping labels (cf. Appendix I) should be enclosed for each unit-request. (Enclose 2 for each request to be shipped by express.)
6. It is an added courtesy to enclose a stamped self-addressed, or window envelope for the lending library to use in answer to requests.

8. *All* correspondence and shipments should have "Interlibrary Loan" conspicuously placed on the *envelope and shipping label*. To save on clerical costs it is recommended that, in the use of forms and shipping labels, the librarian handling interlibrary loans be addressed by title: Interlibrary Loan Librarian, rather than by name.

## IX. Photographic Substitution

1. Time may be saved in filling the reader's request if, in the application for a loan, willingness is indicated to purchase a photographic reproduction as a satisfactory substitute should the original material be unavailable for interlibrary loan. This is especially applicable to periodical and newspaper articles and to type-script theses.

2. The type of photographic duplication (as a substitute) that is acceptable (*e.g.*, photostat; microfilm—negative or positive; record print; etc.) and the maximum price the borrowing library is willing to pay can appropriately be indicated on the original request. If preferred, the lending library may be asked to quote the estimated cost of such a substitution before filling the order.

3. Photographic duplication in lieu of interlibrary loan *may be complicated* by interpretations of copyright restrictions, particularly in regard to photographing *whole issues* of periodicals or books with *current copyrights*, or in making *multiple copies* of a publication.\*

4. Any request, therefore, that indicates acceptability of a photographic substitution, under the conditions described above, should be accompanied by a statement with the signature of the applicant attesting to his responsibility for observing copyright provisions in his use of the photographic copy.\*

5. Requests indicating acceptability of photographic substitute in lieu of interlibrary loan that comply with the above provisions are to be considered *bona fide* orders for copying services. The lending library, if equipped to do so, may fill such orders with no further correspondence or delay.

## X. Shipment of Loans

1. In the shipment of materials on interlibrary loan use the *least expensive* method of transportation. Keep in mind the *reliability and speed* of the method, and the physical and bibliographic condition of the material being sent.

2. There is *no commitment* on the part of the borrowing library, unless otherwise di-

\* These statements on photographic substitution are based on the "Gentlemen's Agreement" written in 1935 by the National Association of Book Publishers (reaffirmed in 1938 by its successor the Book Publishers Bureau) and the Joint Committee on Materials for Research (representing the libraries). For the text of this agreement see the *Journal of Documentary Reproduction*, 2:29-36, March 1939.

rected, to use the same method of shipment adopted by the lending library *if* it can return the item just as *reliably*, safely, and quickly at less cost. It is emphasized, however, that U. S. Postal Regulations require that type-script or manuscript materials be sent first class mail, or they may be sent by express.

Note: Shipping by express by the lending library merely as a convenience in collecting transportation costs is not justified due to its much higher costs.

3. Proper attention should be given to the preparation of materials for shipment to insure their safe and unharmed arrival at the intended destination. This involves *heavy protective covering* and *proper addressing*.

a. Books should be protected by the use of corrugated paper or cardboard, covering all edges and corners especially well, plus heavy wrapping paper. Prefabricated shipping bags, *if used judiciously* (keeping in mind weight of the book, shipping distance, and the routes or postal offices known to be excessively hard on shipments) may be considered for use as a labor saving device.

b. Pamphlets or works of a similar nature may be safely shipped in cardboard reinforced strong manila envelopes or in prefabricated shipping bags.

c. Microfilm reels should be kept in their original cardboard containers and sent in special shipping boxes, or wrapped as carefully as books. When microfilms are returned they should be on the reels originally sent, as well as in the original cardboard containers (which are in effect the covers of a book) containing the title and call-number.

d. The borrowing library should give *at least* the same care in preparing materials for return shipment as was given by the lending library in preparing the original shipment.

#### XI. Insurance

1. It is recommended that especially valuable shipments be insured, the lending library determining the amount of insurance. When shipping to another country, *e.g.*, Canada, shipping experience recommends registering (for quick passage through customs) rather than insuring.

2. When returning materials the borrowing

library should insure and/or register the shipment for *at least* the amount stipulated by the lending library.

3. Where the volume of transactions warrants, blanket parcel post insurance provided by private insurance companies might well be considered.

#### XII. Duration of Loan

1. The *duration* of loan is normally calculated to mean the period of *time* the item is to be *in* the borrowing library, disregarding the time spent in transit.

2. The loan period is often limited to two weeks for books and one week for unbound periodical issues. However, some libraries grant longer initial loan periods as a matter of policy or under very special circumstances.

#### XIII. Renewal

1. Renewal requests should *not be encouraged*. In any case a second renewal should not be asked for without a specific explanation. It should be remembered that the borrowed material was originally acquired for the use of the owning library's clientele, and should be available on its shelves.

2. The renewal request should reach the lending library on or before the date due.

3. The lending library should answer the borrowing library's renewal request promptly. If renewed, the lending library indicates the new due date or the renewal period granted.

#### XIV. Recall

Material on loan is *subject to recall at any time* at the discretion of the lending library. The borrowing library should comply promptly.

#### XV. Notification and Acknowledgment

1. If the lending library cannot send the material requested, it is expected that it notify the requesting library promptly, giving the reason why the material is unavailable.

2. When the lending library fills a request, a notification of shipment should be *sent separately* from the material itself (to alert the receiving library to probable date of arrival). On this notice of shipment the lending library gives the following: date and method of shipment, including the amount of insurance cover-

age (if any); date material is due or loan period; charges to be refunded, if any.

Note: To expedite return shipments the lending library is wise to enclose with the shipment-notification a self-addressed gummed shipping label (or two, if shipment is to be by express).

3. In return shipments the borrowing library sends, separately from the material itself, notification giving the date and method of shipment, including insurance coverage (if any).

4. Acknowledgments: Experience recommends that except for extremely valuable shipments, or those from a foreign country, no acknowledgment of receipt is necessary.

However, if there is *undue delay in receipt* of the item (date of shipment is stated in the notification of shipment) the *receiving* library (whether borrowing or lending) has the *responsibility of notifying* the sending library so that a search may be initiated promptly. In such a case, notification to the shipping library may be made, when using the multiple-part forms, on the verso of the "interim report" sheet or "return notice" sheet; or otherwise by post card or letter using abbreviated bibliographic description.

## XVI. Violations of the Code

Continued disregard by a borrowing library of the provisions of this Code is sufficient reason for another library to decline to lend to said library.

### APPENDIX I

#### *Standard Interlibrary Loan Shipping Label Specifications:*

Size: 3" × 5", for easy filing in standard library equipment.

Spacing: Address of receiving library to occupy center and major portion of label. Address of sending library to be at left edge, near top, preferably printed at right angles to that of receiving library and rest of printing on the label.

Postal Regulations: Words "Interlibrary Loan" and "Books" to be printed clearly at top. "May be opened for postal inspection" and "Return postage guaranteed" to be printed at bottom of label, preferably in type differing from rest of printing on label.

"Mailed under Sec. 3483 P.L. & R." to be at top of label, in distinctive type, *providing* the library is entitled to mail under its provisions. This postal regulation is for non-profit, public libraries so cannot be used by commercial, special libraries.

Instructions: Methods of shipment, including insurance valuation note, to be pre-printed, for quick checking, at bottom of label.

Color: Light enough to show typing clearly. Large libraries may wish to have a distinctive color to aid in prompt sorting and distributing of interlibrary loans.

Self-addressed Labels: A library should send the library at the other end of the transaction a gummed, self-addressed, pre-printed or pre-typed shipping label when expecting an interlibrary loan volume to be shipped to it, either on loan or as return of a loan.

### APPENDIX II

#### *Standard Interlibrary Loan Request Form* (Accepted in Principle, July 1951, by the ACRL Board of Directors)

USE OF THE FOUR-PART, CARBON INTERLEAVED, 5" × 8" UNIT-REQUEST FORM, Using Window-Envelope (See next page for Sample):

Part *A* (white): "Request," sent with Parts *B* and *C* as initial request; it becomes the *lending* library's final record.

Part *B* (yellow): "Report," used by the *lending* library to answer the request; it becomes the *borrowing* library's final record.

Part *C* (pink): "Interim Report," used by the *lending* library when necessary for delay-in-shipment reports, such as: "In use, hold placed (will send later)."

If it is not so used, Part *C* is returned to the *borrowing* library either with Part *B* or with the material shipped.

It then becomes the *borrowing* library's "Renewal Request," when renewal is necessary.

It is Part *C* which acts as a "flyer" between the two libraries involved. It may be discarded at the transaction's termination.

Part *D* (goldenrod): "Notice of Return," retained by the *borrowing* library until the material borrowed is ready for return. Filled in with method and date of shipment, it is sent separately to the *lending* library as return notification.



Sample:

NOTICE OF RETURN **D**  
 INTERIM REPORT **C**  
 REPORT **B**

**INTERLIBRARY LOAN REQUEST** - According to the A.L.A. Interlibrary Loan Code

**REQUEST A**

**Borrowing Library**  
Fill in left half of form; send sheets A, B and C to Lending library

**Lending Library**  
Fill in pertinent items under REPORTS; return sheets B and C to Borrowing library

Date of request: \_\_\_\_\_  
 For use of: \_\_\_\_\_  
 Call-No. \_\_\_\_\_

Remarks: \_\_\_\_\_  
 Status: \_\_\_\_\_ Dept.: \_\_\_\_\_  
 (or occupation) (or firm)  
 Author (or Periodical title, vol. and year) \_\_\_\_\_  
 Title (with author and pages for periodical articles) (incl. edition, place and date) \_\_\_\_\_  
 Verified in: \_\_\_\_\_ ☐ Cannot verify  
 Source of reference: \_\_\_\_\_  
If non-circulating, please send ☐ Microfilm ☐ Photoprint instead and bill us.

**REPORTS**      Checked by: \_\_\_\_\_  
☐ Microfilm   ☐ Photoprint  
 Sent by ☐ BOOK RATE   ☐ Express Collect  
☐ Other      Insured for \$ \_\_\_\_\_  
 Date sent: \_\_\_\_\_ Charges \$ \_\_\_\_\_  
 DATE DUE \_\_\_\_\_ (Or period of loan)  
**NOT SENT BECAUSE:**  
☐ Not in Library.  
☐ Non-circulating.  
☐ Could supply ☐ Microfilm ☐ Photoprint  
☐ In use now, hold placed.\*  
☐ Temporarily missing, being searched.\*  
☐ Other: \_\_\_\_\_  
☐ Suggest you request of: \_\_\_\_\_  
\*Unless available to send you within 4 weeks will consider your request cancelled as of that date. Use sheet C for the "delay" reports.

**RECORDS:**  
 Vol. received on: \_\_\_\_\_  
 Borrowing library fills in  
 Date vol. returned: \_\_\_\_\_  
 By ☐ BOOK RATE   ☐ Express prepaid  
 Other: \_\_\_\_\_ Insured for \$ \_\_\_\_\_  
**RENEWALS:** (Request and report back on sheet C; Interim Report)  
 Requested on: \_\_\_\_\_  
 RENEWED TO: \_\_\_\_\_ (or period of renewal)  
☐ OVER (if checked)

**Note:** No acknowledgment of receipt or return is required. The receiving library assumes responsibility for notification of non-receipt. Stamps in payment of transportation costs should accompany sheet D; Notice of Return.      CHECKED BY: \_\_\_\_\_

FROM: Library Oregon State College Corvallis, Oregon	<b>INTERLIBRARY LOAN</b> <b>BOOKS</b> <small>Mailed under Sec. 3483 P.L. &amp; R.</small>
	TO: _____
	<small>May be opened for postal inspection Return postage guaranteed.</small> _____ Express Collect      _____ BOOK RATE _____ Express Prepaid      _____ Parcel Post \$ _____ Insured Value

For rare materials, Part *D* could be used for acknowledgment of receipt.

It may be discarded at the end of the transaction.

**Procedure:**

1. The *borrowing* library types the required information on the left two-thirds of the four-part form. Additional information or special considerations may be placed under "Remarks" or on the reverse of the form; in the latter case, check "Over," on the bottom. The librarian initiating the transaction should sign or initial the request next to "Checked By."

2. The *borrowing* library sends Parts *A*, *B*, *C* in a window envelope to the lending library; it also encloses a self-addressed gummed shipping label. Part *D* is retained as the initial record of its request.\*

*Note:* Several unit-requests, fully filled in, may be included in one envelope.

3. The *lending* library fills in and checks on all three parts, the appropriate information under the form's "Reports" section; it retains Part *A* and returns Parts *B* and *C* to the borrowing library.

If the material is being shipped, Part *B*, together with a self-addressed gummed shipping label, is sent separately from the ma-

terial, thus alerting the borrowing library of its imminent arrival.

Part C may be sent with Part B or may be used as a packing slip for the shipment.

Note: Part C is designed to be sent ahead of Part B if there is to be a delay in shipping the requested material.

4. The borrowing library uses Part C to request a renewal, if necessary. The lending library returns Part C with new due date or renewal refusal.

5. The borrowing library uses Part D as notification of return shipment of the material, thus making Part B its final record of the transaction.

### APPENDIX III

#### Standard Abbreviations of Sources of Verification

Ag. Ind	Agricultural Index
BA	Biological Abstracts
BM (old, sup., new)	British Museum Catalogue
BN	Bibliothèque nationale. Catalogue general . . .
Bib. Ag.	Bibliography of Agriculture (USDA)
Bib. deut. Zeit.	Bibliographie der deutschen Zeitschriftenliteratur . . .
Bib. esp.	Bibliografía general española e hispano-americana
Bib. France	Bibliographie de la France
Bib. fremd. Zeit.	Bibliographie der fremdsprachigen Zeitschriftenliteratur
Biblio	"Biblio," catalogue . . . française . . .
Bot. A.	Botanical Abstracts
Bot. Z.	Botanisches Zentralblatt
Brinkman	Brinkman's catalogus van boeken . . .
Brunet	Brunet. Manuel du libraire . . .
CA	Chemical Abstracts
CBI	Cumulative Book Index
Chem. Z.	Chemisches Zentralblatt
DBV	Deutsches Bücherverzeichnis
Deut. nat. Bibl.	Deutsche Nationalbibliographie
Doc. Diss.	Doctoral Dissertations Accepted by American Universities
EM	Excerpta Medica
ESR	Experiment Station Record
Ed. Ind.	Education Index
Eng. Cat.	English Catalogue of Books
Engr. Ind.	Engineering Index
Evans	Evans. American Bibliography
Graesse	Graesse. Trésor des livres rares et précieux
IM	Index Medicus
IA Ind.	Industrial Arts Index
ICS	International Catalogue of Scientific Literature
Int. Ind.	International Index
Jah. deut. schr.	Jahres-Verzeichnis der an den deutschen Universitäten und Hochschulen erschienenen Schriften
Kayser	Kayser. Vollständiges Bücher-Lexikon
LC	Library of Congress. Cumulative Catalog (and supplements)
LC-Ser.	Library of Congress. Serial Titles newly added . . .
LC-Subj.	Library of Congress. Cumulative Subject Catalog
Lorenz	Lorenz. Catalogue général de la librairie française
NUC	National Union Catalog (at LC)

PAIS

PTLA  
Paglianini

Palau

Psych. A.  
RG

RSL-Per.

RSL-Sci.

SA-A

SA-B

SPFG

STC-P  
STC-W  
Sabin

ULN

ULS

U.S. Cat.

U.S. SG

WLSP

Watt

ZR

Public Affairs Information Service  
Publishers Trade List Annual  
Paglianini. Catalogo generale della libreria italiana  
Palau y Dulcet. Manual del librero hispano-americano  
Psychological Abstracts  
Readers' Guide to Periodical Literature  
Royal Society of London. Catalogue of the Periodical Publications in the Library  
Royal Society of London. Catalogue of Scientific Papers.  
Science Abstracts Sect. A.  
Physics Abstracts  
Science Abstracts Sect. B.  
Electrical Engineering Abstracts  
List of the Serial Publications of Foreign Governments  
Pollard. A Short-title Catalogue  
Wing. A Short-title Catalogue  
Sabin. Dictionary of Books Relating to America  
Union List of Newspapers  
Union List of Serials  
United States Catalog (and supplements)  
U. S. Surgeon General. Index-Catalogue of the Library  
World List of Scientific Periodicals  
Watt. Bibliotheca Britannica  
Zoological Record

### APPENDIX IV

#### Bibliographic Centers and Selected Union Catalogs

- National Union Catalog, Library of Congress, Washington 25, D.C.
- Canadian Bibliographic Centre, Public Archives of Canada, Ottawa, Ontario.
- Bibliographic Center for Research, Rocky Mountain Region, Public Library, Denver 2.
- Pacific Northwest Bibliographic Center, Univ. of Washington Library, Seattle 5.
- Philadelphia Bibliographical Center and Union Library Catalogue, Univ. of Pennsylvania, 107 Engineering Building, Philadelphia 4.
- Cleveland Regional Union Catalog, Thwing Hall, Western Reserve Univ., Cleveland 6.
- California State Union Catalog, State Library, Sacramento 9.
- Nebraska Union Catalogue, Nebraska State Library Commission, State House, Lincoln 9.
- Union Catalog of Nonfiction in New Hampshire Libraries, State Library, Concord.
- Union Catalog of Material in Libraries and in Private Collections in New Jersey, New Jersey Public Library Commission, State House Annex, Trenton 7.

Ohio Union Catalog, Ohio State Library,  
State Office Building, Columbus 15.

Vermont State-Wide Union Library Catalog,  
Vermont Free Public Library Commis-  
sion, Montpelier.

Duke and State Union Catalog, Univ. of  
North Carolina, Chapel Hill.

Austria. Oesterreichische Nationalbibliothek.  
Vjenna 1, Josefsplatz.

Belgium. Bibliothèque Royale, Place de  
Musée, Brussels.

Denmark. Statens Bibliotekstilsyn. Oden-  
segade 14, Copenhagen Ø.

Finland. Helsingen Yliopiston Kirjasto.  
(Helsinki University Library) Helsinki,  
Unioninkatu 36.

France. Bibliothèque Nationale, 58 rue de  
Richelieu, Paris II.

Germany. Öffentliche Wissenschaftliche  
Bibliothek (formerly Preussische Staats-  
bibliothek) N. W. 7, Unter den Linden  
8, Berlin.

Universitäts- und Stadtbibliothek, Cologne.  
Great Britain. National Central Library,  
Malet Place, London, W.C. 1. England.

Italy. Biblioteca Nazionale Centrale Vittorio  
Emanuele. Via del Collegio Romano 27.  
Rome.

Centro Nazionale per il Catalogo Unico  
delle Biblioteche Italiane e per le Infor-  
mazione Bibliografiche. Rome. (Being  
established.)

The Netherlands. Koninklijke Bibliotheek.  
Lange Voorhout 34. The Hague.

Norway. Universitets Bibliotek, Oslo.

Spain. Biblioteca Nacional. Av. de Calvo  
Sotelo 20, Madrid.

Sweden. Kungl. Biblioteket. Stockholm 5,  
Humlegården.

Switzerland. Bibliothèque Nationale Suisse—  
Schweizerische Landesbibliothek. 15  
Hallwylstrasse, Berne.

Zentralbibliothek Zürich. Zähringerplatz 6,  
Zürich 1.

## APPENDIX V

### *Policy on the Interlibrary Lending of Microfilm*

(Statement Accepted by the ARL as a  
Committee Report, January 26,  
1952, at Iowa City)

The Committee on Interlibrary Lending of  
Microfilm favors a liberal policy of microfilm  
lending. The principal provisions of such a  
policy are set forth below. It should be borne  
in mind that any one provision listed below is  
subject to the limitations implied in the other  
provisions.

1. The conditions of loan set forth in the  
1952 revision of the ALA Interlibrary Loan  
Code should apply to the interlibrary lending  
of microfilm. Specific reference is made in the  
Code to the purpose, responsibilities, expenses,  
and duration of interlibrary loans.

2. Positive microfilm should be lent freely  
and without restriction.

3. Negative microfilm should be lent pro-  
vided the lending library owns the original,  
or has easy access to the original for re-  
photographing, and provided the original is  
not so fragile that re-photographing would  
damage it. Extreme care should be exercised  
in handling negative microfilm.

4. Microfilm of manuscript material owned  
by another library should not be lent without  
the permission of that library except in in-  
stances where it is quite obvious such permis-  
sion is unnecessary. The use of such material  
should be subject to the conditions imposed  
on the borrowing library by the report of the  
Committee on the Use of Manuscripts (Ap-  
pendix B, p.32, Minutes of the 37th Meeting  
of the ARL, Chicago, July 6-7, 1951).

5. The requesting library is required to  
name in the first application for a loan of  
microfilm the type of microfilm reading  
equipment it has available for use. Micro-  
film should be restricted for use in the build-  
ing where suitable equipment and supervision  
are available for its use.

6. The minimum unit of loan will be one  
reel. Not more than four reels should be  
requested at one time.



# Library School Studies, 1951

Miss Cole is editor, "Library Literature,"  
*The H. W. Wilson Company.*

FROM ALL of the theses submitted to library schools in the year 1951, the following were chosen as items of interest to the members of the various sections of ACRL. Bibliographic compilations, indexes to periodicals, checklists and imprint inventories have been omitted. With the exception of the Chicago theses, all are available on interlibrary loan; the Chicago theses are available only by purchase of a microfilm copy. Unless another degree is specified the items are all masters' theses.

The editor of *College and Research Libraries* is considering the feasibility of publishing this list as an annual feature. Readers are invited to submit suggestions to the compiler for improving its content or organization.

## *General Administrative Problems*

- Andrews, Jane A. Staff Manual for the Catalog Department of the University of Texas Library. (Texas)
- Hinkley, Mary E. The Rôle of the College Library in the Preservation and Organization of the Archives of its Own Institution. (Columbia)
- Keller, Richard L. Survey of the State University Libraries of France. (Western Reserve)
- Peeler, Elizabeth H. Functions and Duties of Faculty Library Committees in Colleges. (Columbia)
- Ross, Jane E. The Problem of the Departmental Library with Reference to Biological Science Departmental Libraries of Colleges and Universities in the Philadelphia Area. (Drexel)
- Taylor, Willie L. Manual of Procedure for the Periodicals Department of the Texas State College for Women Library. (Texas State College for Women)

## *Public Relations and Extension Services*

- Anderson, LeMoyné. The Rôle of Radio in

Large College and University Libraries. (Illinois)

- Hinton, Margaret O. An Evaluation of College and University Library Handbooks for Students. (Columbia)
- Stickel, Nellie R. Community Service Programs of Selected Liberal Arts College Libraries. (Columbia)
- Wolf, Marjorie A. Library Extension Services of the Colleges and Universities in the United States; a Bibliographic Survey. (Western Reserve)

## *Finance*

- Broestl, John A. Revised Index for the Allocation of the University Library Book Fund to the Various Departments of the Colleges of Arts and Sciences and of the Graduate School of Western Reserve University. (Western Reserve)

## *Selection and Acquisition of Printed Materials*

- Budington, William S. The Obsolescence of Engineering Books. (Columbia)
- Deschamps, A. A., father. Selection of Materials in the Field of Moral Theology in the Major Seminary Library with a List of Recommended Titles. (Catholic)
- Fleschuck, Anna J. Index of Forbidden Books of the Roman Catholic Church, Described and Explained. (Western Reserve)
- Johnston, Harold Garland. Guide to Books on the Drama for the College Library. (Michigan)
- Lentz, Robert T. Survey of Therapeutics Literature Files and Plans for the Development of a File at the Jefferson Medical College Library. (Drexel)
- Schechter, Stella J. A Study of Book Supply Agencies Employed by Eleven Small College and University Libraries in the Vicinity of Philadelphia. (Drexel)
- Siegel, Ernest I. Core Collection of Reserve Books for College Libraries. (Pratt)
- Theriault, Lionel, father. Selection of Materials in the Field of Dogmatic Theology in the Major Seminary Library with a List of Recommended Titles. (Catholic)

### *Problems of Nonprint Materials*

- Grady, Marion B. Comparison of Motion Pictures and Books as Resource Materials. Ph.D. (Chicago)
- Little, Mary L. LP and the College Music Library. (Illinois)
- Menter, Raylene. A Program for the Establishment of an Audio-visual Center at Arkansas Agricultural and Mechanical College. (Illinois)
- Spence, Melville R. Classifying, Cataloging and Filing of Maps in College and University Libraries. (Western Reserve)
- Stripling, Erma M. The Technical Organization of Film and Visual Materials in College and University Libraries. (Columbia)

### *Cataloging and Classification*

- Ashbrook, Mary Louise. Survey of the Use and Classification of the Materials in Protestant Theological School Libraries in the United States. (Western Reserve)
- Frarey, Carlyle J. Subject Heading Revision by the Library of Congress, 1941-1950. (Columbia)
- Gartland, Mary J. Study of Four Classifications for Sociology. (Western Reserve)
- Grunwald, Rose. Subject Headings for Ceramic Engineering and Research. (Carnegie)
- Kremen, Dorothy E. A Survey of Subject Heading Lists for Chemistry Libraries. (Illinois)
- Milhous, Virginia A. Music in the Catalog Department of a Small College Library. (Drexel)
- Oellrich, Gertrude. New Jersey State Author Headings: a Preliminary Study. (Columbia)
- Pritchard, Jennie D. The Practice of Simplified cataloging in Large University and Reference Libraries. (Columbia)
- Willard, Margaret L. Examination of the Dewey Decimal Classification of Art Materials with Particular Reference to the Library of the University of Texas. (Texas)

### *Reference and Bibliography*

- Ballantyne, Agnes L. Newburgh Collection of 16th, 17th and 18th Century Theological Books, with a Catalog and Description of Fifty of the Authors. (Western Reserve)
- Banet, Charles H. Investigation into the Bibliographic Organization of Biblical Studies. (Michigan)

- Bloomfield, Masse. Application of the Automatic Punch Card to Bibliographic Work. (Pittsburgh)
- Bonn, George S. Study of Engineering Business Papers. (Chicago)
- Cooper, Lillian S. Botanical Societies and their Publications; a List with an Historical Summary. (Wisconsin)
- Crittenden, Sara N. *Essay and General Literature Index*: an Evaluation with Analysis of the Books for 1936 Indexed Therein. (Florida)
- Havlik, Robert J. A Comparison of the Value of Chemical Abstracting Journals. (Illinois)
- Haymes, Mary F. Dissemination of Current Technical Information to the Research Personnel Served by an Industrial Library. (Carnegie)
- Ho, Don T. Union List of French Technical Periodicals in the Libraries of Philadelphia. (Carnegie)
- Ische, John P. Survey of Medical Periodicals Devoted to Abstracting. (Pratt)
- McAnally, Arthur M. Characteristics of Materials Used in Research in United States History. Ph.D. (Chicago)
- Meier, Elizabeth L. Characteristics of the Literature Used by Contributors to American Sociological Journals. (Chicago)
- Morrow, Alma I. Publications of Land-Grant Institutions. (Columbia)
- Quinn, Edward W. Characteristics of the Literature Used by Authors of Books in the Field of Sociology. (Chicago)
- Ritchie, Marguerite. Analysis of the Documentation of Civil Engineering Research to Determine the Serial Publications Most Frequently Used. (Catholic)
- Schaefer, Ruth L. An Evaluation of the Guides to the Sources for the Study of the American Revolution. (Illinois)
- Talmadge, Robert L. Practices and Policies of the Reference Department of Large University Libraries Concerning the Preparation of Bibliographies. (Illinois)
- Tolman, James R. Bibliography and Resources of Idaho History. (Illinois)
- Voelker, Gertrude E. Periodicals in the Augustana College Library. (Michigan)

### *Use of the Library*

- Jones, Helen S. J. Manuscript for a Series of Filmstrips Instructing Freshmen in the Use of the University of Texas Library. (Texas)

Thurlow, Martha. *The Use of the Subject Catalogs in the Biology and Chemistry Departmental Libraries in a University.* (Columbia)

#### *Evaluation of Collections and Services*

Allen, John C. *Resources of the Syracuse University Libraries.* (Illinois)

Heard, J. Norman. *Preservation and Publication of Texana by the Texas State Historical Association.* (Texas)

Jackson, William V. *The Resources of the Libraries of Northwestern University.* (Illinois)

Kepple, Robert R. *Increasing the Usefulness of the College Science Library for Undergraduates.* (Carnegie)

Kivi, Karen. *The William L. Clements Library of Americana.* (Illinois)

Knight, Mattie M. *Study of the Reference Collection and Service at Brigham Young University as it Fits the Teaching Program.* (George Peabody)

Leonard, Katherine E. *Study of the Negro Collection in the Trevor Arnett Library at Atlanta University.* (Atlanta)

McLean, Margaret G. *Evaluation of the Reference Book Collection of the Trevor Arnett Library, Atlanta University.* (Atlanta)

Powers, Marjorie R. *A Survey of the Collegiana Collections in the Libraries of the Pennsylvania State College, Temple University, Swarthmore College, and Haverford College.* (Drexel)

Severance, Rosemary. *American Library Resources in South African Languages.* (Illinois)

Springer, Nelson P. *The Mennonite Historical Library at Goshen College, Goshen, Indiana.* (Illinois)

Van Benthuyssen, Robert F. *Study of the Microfilm Reading Facilities in a Selected Number of College and University Libraries in the Philadelphia Area.* (Drexel)

#### *Reading Problems*

Garrett, Eunice P. *Recreational Reading at College Libraries.* (Drexel)

Harrison, Madeline G. *The Responsibility of the College Library for the Reading of the Freshman, with Specific Implications for Savannah State College Library.* (Illinois)

#### *Historical Studies*

Duncan, Anne M. *History of Howard University Library.* (Catholic)

Klingerman, Ethel M. *Wilson College Library, 1870-1950.* (Drexel)

Luckett, George R. *History of the United States Naval Academy Library, 1845-1907.* (Catholic)

Methvin, Doris. *A Study of the Duke University Library.* (Illinois)

Straka, Mildred. *An Historical Review of the Cataloging Department of the Columbia University Libraries, 1883-1950.* (Columbia)

Williams, Carrie W. *A History of the Krauth Memorial Library and Staff of the Lutheran Theological Seminary Library at Philadelphia, from 1764 to 1951.* (Drexel)

#### *Surveys*

Alexander, Sue P. *A Study of the Libraries in Three Florida Junior Colleges.* (Florida)

Curtis, George A. *Statistical Survey of the Services of the John Crerar Library.* (Chicago)

Mallon, Margery G. *Survey of Temple Law School Library.* (Drexel)

Raser, Lois A. *A Study of the Book Collections of Three Small Church-Sponsored Schools.* (Drexel)

Reynolds, Mary V. *A Survey of Lynchburg College Library, Lynchburg, Virginia.* (Drexel)

Williams, Avery W. *Survey of State College Libraries for Negroes in Mississippi.* (Atlanta)

#### *Buildings*

Keilhola, Joan W. *Modular Planning in College and University Library Buildings.* (Drexel)

## Microfilm Edition of Wall Street Journal

By arrangement with the publishers, Yale University is microfilming the Eastern Edition of the *Wall Street Journal* from its beginning in 1889 to the present and on a continuing basis. Orders are now being accepted for positive microfilm copies at 8.4 cents per foot. Plans call for four reels to a year, each containing the issues for three months. Microfilm copies of 1951 issues will cost approximately \$33.60. Orders should be sent to John H. Ottemiller, associate librarian, Yale University.



By CARLYLE J. FRAREY  
and SARAH R. REED

## Studies in Progress

*Mr. Frarey is assistant librarian, Duke University Library. Miss Reed is librarian, Graduate Library School, University of Chicago.*

THE FOLLOWING studies have been reported by librarians and library school directors. Although they have been reported to be in progress, some may have been completed since the report was made. While no claim is made that all studies of interest to college and university librarians have been included, an effort has been made to list those which appear to be of wide appeal. Because of space limitations, bibliographic compilations, indexes to periodicals, checklists and imprint inventories have been omitted. Unless another degree or designation is specified the items are all masters' theses.

### *General Administrative Problems*

- Becker, Joseph. Preliminary Consideration in the Planning of a Documentation Center. (Catholic)
- Carhart, Forrest F., Jr. Study of Methods of Circulation Control in College and Research Libraries. ACRL Research Planning Committee Study.
- Draper, Greta. A Study of the Catholic University of America Library Handbindery. (Catholic)
- Harvey, John F. Statistical Methods for Librarians. Special Study. (Parsons College)
- Hodgson, James G. Cost of Interlibrary library Loans. Special Study. (Illinois)

### *Personnel*

- Harvey, John F. Mobility Among Library Administrators; an Analysis of *Who's Who in Library Service*. 1943 ed. Special Study. (Parsons College)
- Park, Wilmer R. A Comparison of the Library Work and Academic Background of Student Assistants in Selected Departments of the University of Texas Library. (Texas)

### *Selection and Acquisition of Printed Materials*

- Elliott, Doris. University Presses in University Library Exchange Programs: Practices in Thirty-Eight Institutions Whose Presses Are Members of the Association of American University Presses. (Kentucky)

### *Problems of Nonprint Materials*

- Sears, Lawrence. Audio Materials in College and University Libraries; a Comparative Survey of Current Administrative Principles of Record Libraries in Six Major Colleges and Universities. (Catholic)

### *Cataloging and Classification*

- Cady, Lucille. Author Headings for the Official Publications of the State of Massachusetts. (Catholic)
- Dornberger, Betty. Author Headings for the Official Publications of the State of Texas (Part II). (Texas)
- Frarey, Carlyle J. History of Subject Analysis since 1850. D.L.S. (Columbia)
- Markham, H. Rowland. An Inquiry into the Environments of Ideas. Ph.D. (Chicago)
- Parks, Virginia B. Personal Contact between Cataloger and Reader in the Academic Library. (Chicago)
- Smiley, Grace. Author Headings for the Official Publications of the District of Columbia. (Catholic)
- Vaught, Kathryn J. Author Headings for the Official Publications of the State of Texas (Part I). (Texas)

### *Reference and Bibliography*

- Bray, Robert. Current Periodical Bibliographical Services in Science and Technology Published in the United States. (Catholic)
- Brodman, Estelle. History of Medical Bibliography. Ph.D. (Columbia)
- Dámaso, Consuelo. Outline of Philippine Printing from its Beginnings to the Pres-

- ent with a Checklist of Philippine Imprints. Ph.D. (Michigan)
- Kepler, John. Study of References in Political Science Journals. (Chicago)
- Linder, LeRoy H. History of the Development of Current National Bibliography. Ph.D. (Chicago)
- Payne, Kirby. An Analysis of the Documentation of Geography Research to Determine the Serial Publications Most Frequently Used. (Catholic)
- Schauber, Alice. An Analysis of the Documentation of Physics Research to Determine the Serial Publications Most Frequently Used. (Catholic)
- Towery, James G. Current Sources and Problems of Indexing Religious Periodical Literature in the United States. (George Peabody)
- Villalón Galdames, Alberto. Latin American Legal Bibliography. Ph.D. (Michigan)
- Use of the Library*
- Brand, Charlotte. The Austin Public Library and the University of Texas Student. (Texas)
- Evers, Madeline. An Investigation of Student Library Usage among the Recent Graduate Students of the Catholic University of America. (Catholic)
- Harvey, John F. Investigation of Use Received by Books Charged out from Academic Libraries. Special Study. (Parsons College)
- Marquis, Mary C. A Study of the Teaching of Library Facilities to College Students. (George Peabody)
- Alston, Annie M. Materials Used in Research by Scholars in the Field of United States History. (Chicago)
- Brown, Catherine. The Reserve Book Collection in College and University Libraries. (Carnegie)
- Ho, Dorothy. A Survey of Farmington Plan Acquisition of French Books by Catholic University Library during 1948-49. (Catholic)
- Kennedy, Fenton. A Study of College and University Archives and Historical Collections and Their Relationship with College and University Library Administration. (Catholic)
- McGehee, Bonnie M. The Textbook and Curriculum Library. (Texas)
- Rawley, George R. The Public Services of College Libraries in Texas. (Texas)
- Stewart, Alberta. The Map Collection in the College and University Library. (Carnegie)
- Reading Problems*
- Gangwer, Catherine. Differences in the Quantity and Variety of Voluntary Reading of Students at Georgia State College for Women as Related to Differences in Background. (Emory)
- Historical Studies*
- Barbour, Madge. A History of the Goucher College Library, 1885-1949. (Catholic)
- Bidlack, Russell E. The History of the University of Michigan General Library, 1837-1850. Ph.D. (Michigan)
- Irby, Margaret S. History of the University of New Mexico Press. (Texas)
- Kephart, John E. The Development of His Majesty's Stationery Office and the U. S. Government Printing Office; a Comparative Study. Ph.D. (Michigan)
- Owings, Vivian. A History of the Library of Morgan College, Baltimore, Md. (Catholic)
- Vann, Sarah K. Booksellers in the Literary Culture of the Atlantic Coastal Area during the 18th Century. Ph.D. (Chicago)
- Wagner, Lloyd. The History of the Lafayette College Library, 1832-1941. (Catholic)
- Surveys*
- Cain, Stith M. A Survey of the Libraries of Methodist Four-Year Colleges. Special Study. (Central College, Fayette, Mo.)
- Stokes, Katharine M. Adequacy of the Library of Western Michigan College of Education, Kalamazoo, for a Fifth Year of Study in Education. Ph.D. (Michigan)
- Buildings*
- Parham, Paul. A Study of Junior College Library Buildings. (Texas)

# Report of the Committee on the Referral of Reference Inquiries

## Reference Librarians Section, ACRL, July 2, 1952

IN THE SPRING of this year a committee was appointed to continue the work of last year's committee, headed by Dr. Burton W. Adkinson, that submitted a Tentative Code for the Handling of Reference Inquiries Received by Mail. The earlier committee reported that although it did not have time to attack the issue of charging fees for reference service, it hoped that the new committee would face this important problem and prepare a set of procedures for study and action.

The committee this year has also concentrated on the code for the handling of reference inquiries received by mail. At one meeting in Baltimore, attended by four of the six members of the committee, and through extensive correspondence, the tentative code of 1951 was reworked and subjected to intensive criticism. In April a new draft was sent to more than one hundred libraries and individuals to get the reactions of many librarians to the idea of such a code and to this draft in particular. In order to get the criticism of those who would most often be on the receiving end in any system of referral of reference inquiries as well as those who might have the most occasion to refer inquiries they receive, the draft was sent to the 45 libraries which are members of the Association of Research Libraries, to 46 state library agencies, to 6 large public libraries not members of the ARL, and to a dozen other individuals whose opinions were thought to be valuable. The response was most impressive and the committee wishes to go on record as showing its appreciation to all those who responded. Ninety-two individual replies, most of which represented the thinking of more than one person, were received. A summary of the opinions and criticisms would be too extensive to incorporate in this report. It was clear, however, that most of the ideas in the code represented practices already in very general use and that the code would make a substantial contribution to reference service. Numerous specific criticisms have contributed to the code in its present form. A statement on the purpose of the code has been incorporated as an

introductory section and becomes an integral part of it.

The committee recommends that the code be adopted by the section and that it be publicized widely through *College and Research Libraries* and other publications that will reach all types of libraries.

The problem of charging fees for reference service was not investigated for two reasons: 1) the entire time and energy of the committee was needed to complete the code for the Handling of Reference Inquiries Received by Mail, and 2) the majority of the members of the present committee was not sympathetic to the idea of fees for reference service. The committee recommends, therefore, that a special committee be established to make this specific study and that representatives of the Detroit Public Library, the John Crerar Library, the library of the Massachusetts Institute of Technology, and the Library of Congress be invited to serve on it. The John Crerar Library is the only library known to the committee to be offering such a service at the present time. These other libraries have shown an active interest in it.

This report and the code for the Handling of Reference Inquiries Received by Mail, herewith, are respectfully submitted by

Miss Mary N. Barton  
Miss Gladys F. Blakely  
Mrs. Grace H. Fuller  
Miss Beulah Mumm  
Mr. Walter W. Wright  
Miss Lucile M. Morsch, Chairman.

### Code for the Handling of Reference Inquiries Received by Mail

Submitted to the Reference Librarians Section,  
Association of College and Research Libraries,  
July 2, 1952.

*Purpose.* This code has been prepared as a guide for the libraries that receive reference inquiries by mail which for one reason or another they cannot satisfy. The most frequent reasons are either that the library receiving the inquiry does not have the necessary resources (either materials or personnel) or that the inquiry is



from a type of correspondent that the receiving library does not attempt to serve. For example, the Library of Congress and other large libraries receive many inquiries from correspondents who might be as well, and in many cases better, served by the public libraries in the home towns of the correspondents. The code is not intended to discourage any library from giving any reference service that it can give. At its discretion, of course, a library may suggest sources to the inquirer instead of referring the inquiry directly. The code provides, however, for the direct referral of inquiries that cannot be satisfied by the receiving library to a logical source of the information requested.

The benefits resulting from the use of the code should be three-fold: the patron will be better served, the library that has failed to make its services known to all the people it is designed to serve will gain new patrons, and the responsibility of the referring library will be met by the proper routing of the inquiry.

I. A library may refer to another library:

- a. Requests from correspondents who apparently have not used their own library resources when there is reason to believe that such resources are adequate to answer the inquiry; e.g., requests from local residents sent to a university library when there is a public library in the town, or requests sent to the Library of Congress from a city or town having a public library or state agency facilities.
- b. Requests from its own patrons (*i.e.*, the people it is designed to serve) when its own facilities are inadequate and it is known that another library has special facilities or competence in the field.

II. A library may refer to a state agency (*i.e.*, state library commission, state extension division, etc.):

- a. Requests from correspondents in that state when they cannot be referred to a specific library and there is reason to believe that the inquiry can be answered or properly referred by the state library agency.
- b. Requests from correspondents in other states when there is reason to believe that unique resources within that state are needed, and the referring library does not know which specific library is equipped to handle it.

III. A library may refer to a government agency or other organization, society or institution:

- a. Requests for information or data in a particular field that cannot be referred to another library or a state library agency (see I and II above) when the

organization to which the inquiry is being referred has special facilities or competence.

- b. Requests that can be satisfied by a publication of the organization that the referring library believes to be available for free distribution.

IV. A library does not refer to another library:

- a. Requests from its own patrons (*i.e.*, the people it is designed to serve) unless its own facilities are inadequate.
- b. Requests that it is uniquely, or best, able to answer to the extent that its own policy permits.
- c. Requests from libraries, unless its own resources are inadequate and another library is known to have better facilities or greater competence in the field of the inquiry.
- d. Requests for information that the inquirer probably ought to obtain through his own efforts (*e.g.*, information for theses and student papers, book reviews, answers to contest questions, etc.) In most instances the inquirer would be advised to utilize the resources of his own local libraries.
- e. Requests for services which libraries generally do not give, such as medical or legal advice, etc.
- f. Requests that cannot be deciphered or are so vague that it would be impossible to answer them without clarification.

V. A library suggests as other sources, without referring the original inquiry:

- a. An individual (his name and address) who is likely to be the best or only source of information needed to answer a serious research question. In exceptional cases, when the individual has agreed to accept such requests the inquiry may be referred directly to him.
- b. An outside research worker (including a library employee working on his own time) or commercial agency, when no fee service is available within the library, and the question would involve an excessive amount of work or special competence not available in the library (*e.g.*, newspaper searching, genealogical research, preparation of bibliographies, translating, appraising collections of books and art objects, etc.)

VI. When a library refers an inquiry, it notifies the correspondent of the disposition of his request and sends the original inquiry with an explanatory statement to the library or other organization to which the inquiry is being referred.

# Brief of Minutes The ACRL Board of Directors

*Meeting June 30, 1952, in New York*

Present were officers and directors, section and committee chairmen, ACRL representatives on ALA Council, and several invited guests. President Ellsworth presided. All present had been furnished brief mimeographed reports on the work of most ACRL committees and a detailed report on finances. (These are available on request to ACRL members from the headquarters office.)

*Committee on Administrative Procedures.* Since the chairman was absent, Mr. Hamlin stated the problem of policy in getting better support for very weak college libraries. It appeared clear that ACRL should not attempt to accredit. It might exert a constructive influence by working with and through existing accrediting organizations.

*Committee on Audio-Visual Work.* Fleming Bennett reported one-third returns on a questionnaire sent to nearly 2000 institutions regarding their facilities, organization, and programs. Reasons for the delay in returns were discussed.

*Committee on Interlibrary Loans.* Mrs. Margaret Uridge reported for the chairman that SLA had accepted the new code in principle, as had the American Theological Library Association. The National Association of State Libraries did not vote on the code, and action by the Catholic Library Association was not known. Mr. Ellsworth said that the Association of Research Libraries had accepted the principle of the code but did not pass on the code as a group. (Note: the ACRL Board of Directors had approved the code, which is printed elsewhere in this issue, by a mail vote in May. The code was likewise approved a few days after the meeting by the ALA Council.) As recommended in the committee's report the Board voted to dissolve the Committee on Interlibrary Loans as of August 31, 1952. It was the sense of the meeting that a standing committee on this subject might become moribund, and that other interlibrary loan problems could be handled by another ad hoc committee, to be established when needed.

*Buildings Committee.* Chairman Robert

Muller reported that the highly successful Library Building Plans Institute held in Columbus had turned in \$226.27 instead of the \$22.27 reported in the document. He requested budget provision (\$500.00) to pay expenses of a few people who had no personal reason for attending the next institute. Mr. Ellsworth thought the members of the former Cooperative Committee had stayed away from Columbus out of courtesy. Experts were stated to grow like weeds, and a new crop was always coming along. *College and Research Libraries* for January 1953 will be largely a buildings issue.

*Committee on Constitution and By-Laws.* Mr. Kelley reported the revisions in the constitution which were later approved at the ACRL Membership Meeting (see minutes of the membership meeting). The committee felt that separation of the ALA and ACRL fiscal years was not good, or should be studied further.

*Committee on Duplicates Exchange Union.* Since no committee member was present, Mr. Hamlin said that the Union appeared to be performing a useful function to a group of smaller libraries.

*Committee on Financing COLLEGE AND RESEARCH LIBRARIES.* Miss Herrick stressed the need for advertising revenue if membership distribution is to be continued. She felt a great deal more could be done in the library equipment field, and requested people to speak up for advertising in *College and Research Libraries* when placing orders with nonadvertisers. Mr. Tauber said the advertisements were coming in so well that the executive secretary thought the October issue should have 16 extra pages. He knew that more ads could be obtained from publishers. The question of a business manager was to be discussed by the editor, incoming president, and secretary. Mr. Hamlin briefly described some inconclusive communications with the Canadian Library Association concerning bulk distribution of *College and Research Libraries* to its members on a cost basis.

*Committee to Study Materials for Instruc-*

*tion in the Use of the Library.* The request of the chairman that the committee be dismissed was accepted by the Board. Its full report (available on loan only from ACRL Headquarters) showed that different methods of teaching library use required divergent and original materials.

*Committee on Membership.* No report was presented because this committee terminates its activity in July, by a previous vote of the Board. Mr. Severance spoke briefly on progress with the new ACRL state representatives. He was seeking the right person to direct this work. As a Southerner he was particularly aware of the need for ACRL to operate on the state and local level. As rapidly as possible key people are being selected as state representatives.

*Committee on Publications.* Mr. Hamlin noted the remarkable progress made with the *ACRL Monographs* series under the leadership of David Maxfield.

*Committee on Recruiting.* The need for the committee was questioned since the subject was covered by the Joint Committee on Library Work as a Career, but no action taken. The possible usefulness of fraternities in recruiting was discussed. Mr. Lyle described the large national meeting of Alpha Beta Alpha in the spring and praised its founder, Eugene Watson.

*Research Planning Committee.* Chairman Kaplan reported that the application for funds for a research planning conference had been turned down. No one had been found to do a study of the relative desirability of full-time or part-time faculty in library schools. Mr. Naeseth might undertake the study of thesis topics in cataloging (with regard to current cataloging problems). Some interest had been aroused in a proposed series of manuals in various subject fields studied from the point of view of cataloging, reference, classification, etc. *College and Research Libraries* would publish a list of research in progress on college and reference topics (see elsewhere in this issue). Mr. Kaplan was much interested in problems brought to the committee by ACRL Headquarters and the outgoing chairman. The committee was helping in efforts to secure foundation funds for a series of experimental projects. It had persuaded Mr. Jesse to do a study of the influence on library planning of the defunct Cooperative Committee on Library Building

Plans. The committee was to consider three research projects presented by Columbia University Library staff members (*Use of Microprint in Relation to the Storage Library* by Miles O. Price; *Catalog Use: Theory and Fact* by Carlyle J. Frarey; and *Federal Documents: Cost of Processing Copies Received on Deposit* by Fleming Bennett with Anne S. Sauter and Raissa Silverman). Mr. Kaplan felt the presentation of problems such as these was a long step toward finding the people to make the studies.

*Committee on Statistics.* Chairman G. Flint Purdy commented on the usefulness of January publication of the statistics. Earlier publication was a marked improvement although accuracy and analysis both suffer. Compilations had included only a small number of Catholic institutions because their financial statistics were considered not comparable. Mr. Purdy now withdrew from that position and planned to include more Catholic institutions. In the past statistical forms had been sent to many libraries not included in the published lists, in order to build up a file for research at headquarters. Since the file had been used very little, he suggested the list might be restricted and this objective eliminated. Mr. Lyle spoke out strongly against withholding information as confidential, particularly salary data. In most cases the librarian is responsible, and he sometimes classes as confidential data that is public information in state documents. Discussion centered on this evil and methods of combating it. Mr. Hamlin mentioned the increased activity of state associations in collecting statistics on all colleges. These groups looked to ACRL for leadership and for statistical blanks. Mr. Purdy felt that his committee could handle this additional work. Several present expressed high praise of the statistics.

Brief reports were made by ACRL representatives on various joint committees. In response to questions, Mr. Wright commented on the progress being made by the Council of National Library Associations on (1) standardization of transliteration of the Cyrillic alphabet, (2) library education as it relates to special libraries, (3) protection of cultural and scientific resources, and (4) promoting the acceptance of standing orders by the Superintendent of Documents.

In response to questions about his work, Mr. Hamlin reported periods of occasional



discouragement. Progress of ACRL outside the home office was slow, and recognition at ALA Headquarters of ACRL or other divisional programs seemed slight. It was perhaps natural but regrettable that ALA staff should be interested in and support central ALA activities at the expense of divisional programs, which are just as much warp and woof of the ALA program.

In spite of the heavy deficit budgeted the previous year, ACRL would probably end the year safely in the black (see Brief of Minutes of the Membership Meeting). Membership losses from increased ALA dues were less than expected, probably because of membership distribution of *College and Research Libraries*. In February the divisions were given to understand that any increased revenue from memberships would be shared by ALA at the time of the July Conference, but action had been postponed until October. The Board discussed the problem of budget for the year ahead when the basis of support for both the past and future years remained uncertain. Doubt was expressed of the wisdom of having the ACRL Executive Secretary located at ALA Headquarters instead of on a university campus. (Adjourned.)

#### *Meeting July 3, 1952 in New York*

Present were officers and directors and several guests. In the absence of Treasurer Shaw, Mr. Ellsworth, who presided, and Mr. Hamlin had jointly prepared a tentative budget, copies of which were distributed (reproduced here as amended and adopted).

Initial query was why the proposed budget didn't balance. Mr. Hamlin said that income was conservatively estimated and included no provision for funds other than membership. Over \$2000 was coming to ACRL from other sources in 1951/52. There is every indication that ACRL will receive a good deal more than \$18,000.00 for the current year. Membership distribution of the journal should increase receipts from dues a good deal in the next twelve months. Mr. Hamlin explained the T.I.A.A. income figure as the sum he paid to ACRL for his retirement. This was matched by the ACRL, of course, and paid out to T.I.A.A. It was not true income, but the treasurer thought the matter best handled in this way.

Under expenditures, Mr. Hamlin explained that the separate budget for *College and Re-*

*search Libraries* had not yet been drawn up. \$3,750.00 was a maximum figure and would probably be reduced considerably. Careful estimates would be presented to the directors at Midwinter.

As the sums allotted the sections and committees were read off, it was noted that some of these groups might not need any funds and that a sizeable sum always reverts at the end of the year. The large sum of \$700.00 for the Publications Committee will finance further issues of the *ACRL Monographs* and is in a sense a loan as the group is budgeting an expected \$700.00 of income from the same committee. As an economy, Mr. Maxfield planned to bill only once a year for standing orders. Initial expenses of the *Monographs* might seem large, but the series was paying its way and providing a great service.

President Ellsworth explained the \$850.00 allotted to General Administrative Expense as partly for the president's travel on ACRL business, for the treasurer's travel if needed, for speakers at the ACRL general session, and, of course, for unforeseen eventualities. Mr. McAnally commented on the importance of having the president and executive secretary travel, and felt it was not sufficiently known that they had funds for the purpose.

Mr. Hamlin stated that the salary figure was determined by the ALA classification and pay plan (staff of two plus part-time clerical help). Discussion was critical of the classifications. It was voted that the incoming president negotiate with Mr. Clift on the matter of increasing the salaries of Mrs. Shepherd and Mr. Hamlin. It was also suggested he consult with the Public Libraries Division regarding the salaries of ACRL personnel.

Mr. Hamlin requested direction regarding attendance at P.N.L.A. at Victoria in September, an expensive trip. He was told to go there as well as to Southeastern in Atlanta.

The budget was formally adopted as discussed and amended (see printed version).

President Ellsworth sought advice on the method to be followed in preparing future budgets, but none was forthcoming.

Mr. Hamlin questioned the wisdom of keeping a balance of nearly \$10,000.00 in a checking account. He felt a part of this ought to be in a readily available investment, perhaps a savings account, where it would earn interest. With care ACRL might get

3% safely. The new treasurer and the executive secretary were requested to negotiate the matter.

Mr. Hamlin requested direction about the annual report. Last year he had prepared a full ACRL report, which included something from each section and committee chairman. The product of more than a score of people, the document was long and dull. It was therefore mimeographed, sent to officers and chairmen, and made available to the membership only on request. If the report had not made such dreary reading, he would have published it in the official journal. Comment was unanimous that the report should be in *College and Research Libraries*. Mr. Hamlin was directed to synthesize and summarize the reports of other officers in an attempt to get uniform style and reader interest. Full reports from chairmen should be loaned on request.

Discussion turned to ACRL chapters. The status of the New Jersey Library Association's College and University Section as a chapter of ACRL was in doubt. The Board solved any question by a formal vote that it be established as an ACRL chapter. The first chapter, in the Philadelphia area, had been voted in the previous fall. South-eastern's college section was weighing the pros and cons of affiliation. ACRL did not require or want elaborate chapter organization. It was a device to bring the national organization closer to individual members. A chapter ought to be able to call on national committees and national officers for cooperation, just as they in turn might get cooperation from the chapters. The usefulness of SLA chapters was cited by Mr. McAnally as a lesson for ACRL.

The research projects under development through the headquarters office which required foundation support were briefly reviewed. A group of librarians had met in Chicago for the better part of a day to discuss the selective bibliography proposal sponsored by Mr. Pargellis. The Board appropriated \$500.00 (if needed) to match the \$500.00 appropriated by the American Council of Learned Societies for continuing study of the proposal of a selective catalog upon which Mr. Hamlin, Mr. Pargellis, and others have been working.

Finally, the Board members turned again to the problem of divisional financial support by ALA. President Ellsworth stated that nothing more would be known about the new dues scale and allotments until after the ALA fiscal year had closed. Another year of waiting seemed to be the only practical course. Mr. Hamlin was queried on the possibility of accepting associates in ACRL who would help support the division, but who would not be members. This was a possible and admittedly radical proposal to equalize the present situation whereby ALA accepts membership dues of which no portion goes to the divisions. It seemed only fair that the divisions should likewise be free to accept support from individuals who are interested only in them. Misunderstanding or error was primarily responsible for the large number of cases of college people who belonged to ALA and to no division. Any time put in on checking these memberships, particularly institutional memberships, to see whether or not allotment to ACRL had been made, was unproductive labor. The Board felt that the revenue involved was important and voted that the executive secretary is instructed by the Board of Directors to make a study of ALA membership records to determine what colleges and universities with institutional memberships in ALA are not ACRL members, so these institutions may be reminded to allot to ACRL.

It was agreed that Mr. Ellsworth as the about-to-be past president should recommend names for inclusion in *Who's Who in America*, and Board members were invited to give him their personal recommendations.

ALA's new attitude against programs at the Midwinter Meeting was criticized and policy for ACRL considered. What would Midwinter be without any programs at all? The policy was unfair to the rank and file, many of whom could attend Midwinter but not a distant annual conference. ACRL officers would inevitably be criticized because the new ALA policy has not been given much publicity. There was general expression of opinion in favor of some ACRL program meetings at Midwinter in 1953. Mr. Severance and Mr. Hamlin promised to write section chairmen about programs. (Adjourned.)

—Arthur T. Hamlin, Executive Secretary.

# ACRL Budget as Discussed, Amended, and Adopted—1952-53

## INCOME

ALA allotments to ACRL from dues	\$18,000.00
Executive Secretary, TIAA premium dues	360.00
ACRL Monographs	700.00
Total	\$19,060.00

## EXPENDITURES

College and Research Libraries subvention	\$ 3,750.00
Annual conference expenses	250.00
Council of Natl. Library Assocs. dues	10.00
CNLA American Standards Committee Z39	5.00
Joint Committee on Library Work as a Career	50.00
Cooperative Committee Bldgs. Study Expenses	200.00
ACRL Monographs	700.00

### Section Expenses:

College	75.00
Junior College	100.00
Pure and Applied Science	100.00
Reference	100.00
Teacher Training	75.00
University	75.00

## Committee Expenses:

Administrative Procedures	\$ 25.00
Audio-Visual	50.00
Buildings	525.00
Constitution and By-Laws	25.00
Duplicates Exchange	25.00
Financing College and Research Libraries	50.00
Prep. and Qual. for Librarianship	25.00
Publications (See ACRL Monographs)	
Committee on Selective Bibliography (Pargellis Proposal)	500.00
Statistics	150.00

## Officers' Expenses:

President	25.00
Treasurer	50.00
General Adm. Exp. including Travel	850.00
Executive Secretary TIAA	720.00

## Executive Office Expenses:

Salaries (2½), social security, etc.	12,350.00
Travel Expenses of Executive Secretary	1,000.00
Addressograph Plates	125.00
New Office Equipment	100.00
Communications, Supplies, etc.	500.00

Total \$22,585.00

Adopted July 3, 1952.

## Preprint of the Annual Statistics

The annual college and university library statistics will appear in the January 1953 issue of *C&RL*. Pre-prints will also be sold at fifty cents each as a convenience to any librarian who needs the figures early for budget or other purposes. The pre-prints will be in galley proof form. It is hoped that they can be mailed before December 31, but that date is not guaranteed. Any who wish these galley proof pre-prints should send a note to that effect to the ACRL headquarters, The American Library Association, 50 East Huron Street, Chicago 11, Illinois, and enclose with the order fifty cents in stamps, coin or check.

## ACRL Committee on Audio-Visual Work

The ACRL Committee on Audio-Visual Work undertook a census of audio-visual services last spring. Its questionnaire was mailed to the librarians of institutions of higher education all over the United States. In many cases librarians undoubtedly had to forward the questionnaire to the heads of other departments where audio-visual materials were handled.

It is hoped that any who were overlooked in the mailing will notify the chairman, who will be glad to supply a copy of the questionnaire. He, in turn, hopes that all those who have not yet returned the completed questionnaire will do so at once so that the Committee can make its findings and proceed with other constructive work. Questionnaires and correspondence should be addressed to: Fleming Bennett, chairman, University of Arizona Library, Tucson.



# ACRL Business Meeting

## Brief of the Minutes

### July 2, 1952, New York

The annual business meeting followed the general session, which was addressed by Dr. Judah Goldin and President Ralph E. Ellsworth. In the absence of Treasurer Shaw, Mr. Hamlin spoke briefly on the financial situation of ACRL. The latest figures available on the ALA books were only for March 31. Not included were many items of expense incurred before that date. He had prepared careful estimates, however, which indicated that the budgeted deficit for the year (more than \$5,000.00) was turning into a modest credit balance. Income for the year (\$16,300.00 on budget estimates) would be well above \$20,000.00. Expenditures (\$21,300.00 on initial budget; more added during the year) would not be greatly in excess of \$19,000.00. These balances were caused by the development of income sources other than membership dues (nearly 15% of the total for 1951-52), and by frugality on the part of all in the use of authorized funds.

Membership distribution of *College and Research Libraries* could be reported as more successful than anticipated even though it was to begin only then with the July issue. The Association had weathered a year of operation without benefit of the usual subscription funds, which are paid in advance. It had good advertising support, and the new policy was undoubtedly building up ACRL membership and membership receipts.

The *ACRL Monographs* have sold very well. In a year or two they will probably represent an important accomplishment. The system of state representatives for ACRL, which begins this fall, may do a great deal

to bring the national Association closer to the individual member and to make it more useful to the individual. Two ACRL chapters are now in existence, the Philadelphia chapter and the New Jersey state chapter. Finally, members should feel very free to write to their ACRL office in Chicago which has a genuine interest in and concern for any professional problems, large and small, of the membership.

President Ellsworth announced the election returns (see page facing Cover II for names of the newly elected officers).

Mr. Kelley of the Committee on Constitution and By-Laws presented an item of business which had originated at the previous annual meeting and proposed a constitutional amendment. It was felt that present provisions gave too much authority to the committee. In this the Board of Directors and the committee concurred and recommended that certain deletions be made in the Constitution to remedy the fault.

On the motion of Mr. Kelley it was unanimously voted that the phrase "upon a written recommendation of the Committee on Constitution and By-Laws appointed by the President" be deleted from Article IX and from Article X of the ACRL Constitution. (Note: To become effective the amendment must be published in *College and Research Libraries* prior to the next annual meeting and again approved by a two-thirds majority of members then present.) The meeting adjourned.

Arthur T. Hamlin, Executive Secretary.

## Library Building Plans Institute

Tentative plans for the Second Library Building Plans Institute sponsored by the ACRL Library Buildings Committee are being made. If sufficient interest is expressed, the Institute will be held on February 1 and 2 at the Edgewater Beach Hotel in Chicago as a preconference activity of the 1953 Midwinter Meeting of the American Library Association.

Librarians interested in presenting their plans for criticism or in attending the Institute are asked to write immediately to Howard Rovelstad, Member, ACRL Buildings Committee, University of Maryland Library, College Park, Maryland.

By ARTHUR T. HAMLIN

# Annual Report of the ACRL Executive Secretary, 1951-52

## Introduction

The principal business of the Association for the past year is made a matter of published record through the Briefs of the Meetings of the ACRL Board of Directors. In addition, I have reported on developments freely through the *ACRL Quarterly Newsletter*. For many topics this report is therefore limited to the barest summary.

Those who wish the full printed record of the Association's personnel and activities will find its officers listed in almost any issue of *College and Research Libraries*, and its committees and personnel, as well as other basic data, in the December 1951 *ALA Bulletin*. The *Summary Reports* of the Midwinter and Annual ALA Conferences record the programs and essential business handled, as do the published Proceedings. In addition, some of the sections issued newsletters.

My first annual report (1949/50) covered the Headquarters Office only and was printed in *C&RL*. The report for 1950/51 included committee and section reports, and was long and tedious in places. It was therefore mimeographed and distributed only to officers and to members who made a special request for it.

At the recent meeting of the Board of Directors your secretary was instructed to prepare a full report for publication in *College and Research Libraries* and was given wide latitude in handling reports from chairmen. In this I have sought only to do justice to their views. Many of these reports were largely or wholly written from file material in the Headquarters Office.

The past year will always be recognized as one of some decisive accomplishment. We began membership distribution of *College and Research Libraries* without encountering severe financial problems; in doubling the circulation of the journal its usefulness to librarianship was greatly increased and the Association strengthened. The Publications Committee began the *ACRL Monographs*, a new series of great promise. The Research Planning Committee got down to constructive work which gives expectation of future accomplishment. The annual statistics of college and university libraries were made available in the January issue of *C&RL*, and even earlier in proof form for those who needed to use the figures for budget work. The first ACRL chapters were established. The first ACRL Buildings Institute was held in Columbus, and went well. The Interlibrary

Loan Code was successfully revised and the principle of a unit form for general use was established. Although Association expenditures rose sharply over the previous year, income was proportionately increased. The growth of income from nonmembership sources is healthy. The new Pure and Applied Science Section made an excellent start with a useful program of investigation and publication. Several other sections may likewise look back on considerable accomplishment.

This list represents hardly a beginning on the problems which should be met. However, ACRL is on the right path. As it utilizes the services of more and more members, it will advance faster, and as members participate more widely, their professional needs will be better known and receive more attention.

## Membership

During the current fiscal year approximately 4500 members joined ACRL. This small increase over last year (approximately 100) in spite of increased ALA dues is attributed directly to membership distribution of *College and Research Libraries*. The activity of the Committee on Membership under Chairman John E. Burke necessarily waned after the Midwinter Meeting when the decision was made to give up the committee in July. Its functions will be carried on by the new organization of state representatives with broader responsibilities.

The ACRL Office and Mr. Burke collaborated on a statement of the committee objectives and suggested procedures in membership drives. The chairman sent to the state chairmen a series of letters with useful information and suggestions.

Procedures used in building membership must, of course, vary widely. A technique suitable for Nevada isn't necessarily good for New York. The drive and resourcefulness of state chairmen also varies. Some sent out letters to hundreds of prospects, and others, quite possibly, did nothing.

As in previous years many colleges took institutional membership in ALA and did not request or get membership in any of the divisions. The new ALA membership card now indicates whether or not a divisional membership is included. The ACRL office checked through the ALA membership files for college libraries that belonged to no division and sent most of these a note suggesting "free" membership in ACRL.

During my several years at Headquarters there has been very little cooperation between ALA membership promotion (principally through its committee) and ACRL promotion or, so far as I know, promotion by other divisions. This work needs thorough review. A continued lack of cooperation would be tragic.

## Finances

Since a Treasurer's Report will not be available for several months when all the books will be closed, I have prepared this informal review from available figures.

At the beginning of 1948-49 the Association had slightly more than \$6000. This grew to \$11,500.00 in three years, and remained practically stationary last year. In the summer of

1951 the Board budgeted for the year ahead expenditures of over \$21,000.00 against income of \$16,300.00. It did this in reasonable expectation that two or three thousands of budgeted expenditure would revert, as in previous years, and that income would undoubtedly be higher than estimated. A deficit was expected, however, and the only speculation was how large this would be. After the adoption of the budget a new ALA classification and pay scale increased ACRL salary commitments considerably. ALA charges for services to *College and Research Libraries* were not reduced as was hoped would be the case, and the new ALA dues scale met heavy criticism which threatened to reduce membership receipts to divisions and possibly even to the parent organization. The picture was very gloomy last winter.

All these fears were, happily, without foundation. Membership increased in number as well as in average paid per member, and dues will bring nearly \$3000.00 more than estimated. Various other sources of income were developed; these will produce more than \$2000.00. On the expenditure side rigid economy was cheerfully exercised by all concerned, and the net result is that the final Treasurer's Report is expected to show a substantial balance for the year.

The income realized from minor services and publications is significant. Many opportunities exist for a professional association to perform worthy services which produce income.

For example, there are library surveys. Likewise, there are publications. The *ACRL Monographs Series* is sold at extraordinarily low prices because nearly all the labor consists of the contributed services of talented and devoted ACRL members. This *Series* will grow in service to the library profession and may well be of substantial assistance to the Treasury. I believe that intelligent and aggressive leadership in ACRL will over the years develop a series of such projects which are eminently useful professionally speaking, which do not place heavy burdens on any individual or institutional member, and which together produce a modest stream of income to pay for additional membership services. I hope that in ten years income from such activities will nearly equal income from membership dues.



Any organization needs a cushion or backlog for current operations and for emergencies. The sum can be relatively small for ACRL, which has a parent body. It is as much a sign of poor management to go on building annual surpluses without plan, as to indulge in regular deficit spending. The amount of cushion, or stable bank account, desirable for ACRL is open to debate, but I personally doubt that current operations justify a sum much above \$15,000.

#### *Divisional Support by ALA*

The complicated, cloudy, and unsatisfactory financial relationship of ALA to its divisions continues more complicated, cloudy, and unsatisfactory than ever, but habituation dulls the sense. ALA Headquarters interpretations of divisional allotments from institutional dues under the new scale rendered certainly illegal the previous uncertain legality of the divisional support plan. The principal officers of ALA and the divisions have been in ignorance of aspects of the application of the formula by the ALA Accounting Office.

The recommendation of the ACRL Board of Directors for a simple across-the-board split of the membership dollar has been informally considered by ALA, but no reply has been received. Simplification is certainly long overdue as complexity breeds mistrust. Correction of gross error in the present formula should not be made to await a complete review several years hence.

There is no justification for a situation in which the division does not know what its full share of the membership dollar will be at the end of the current year, and so cannot budget with any certainty for the year ahead. The subject of divisional support is not being faced, and the lack of clarity on this most important point is weakening the whole ALA organization.

The formula was originally devised to relate divisional support directly to the ALA dues paid by the divisional members. This is certainly an excellent principle; only the application of the principle is faulty.

#### *College and Research Libraries*

In July a decisive step was taken as we began the distribution of *College and Research Libraries* to all ACRL members who

pay ALA dues of \$6.00 or more. This had long been an ACRL goal. The wider distribution means wider reading and, in turn, an inevitable increase in professional competence among the membership. The step is also an additional tangible membership service, and will indirectly tend to improve the present high quality of contributions to C&RL.

This desirable step was not taken years ago because of the obvious financial problem involved. The story of this has lessons for other Association projects, so a brief review and forecast seem desirable.

Members may recall that the decision of the Board of Directors to distribute C&RL was made final only after investigation and report by a committee chaired by Stanley Gwynn of the University of Chicago Library. This group estimated that a net annual income of \$3900 should be realized from advertising, or \$975 per issue. July 1952 receipts were only a few dollars short of that figure, and indications for October are that the sum will be exceeded. The present goal is a minimum of \$5000 annually from advertising in order to finance larger issues.

Mr. Gwynn's committee estimated that 500 new members would be attracted by the service, and produce \$1500 for *College and Research Libraries* use. We will never know how much influence journal distribution has on membership, of course, but ACRL has had a small but significant gain in numbers during the first year of increased dues. Probably 200 memberships have come from this source, and the number should rise sharply in 1953.

The report estimated an income of approximately \$3000 from nonmember subscriptions and extra copy sales. Approximately \$3100 was received from this source during the past year.

Other major committee estimates have to do with savings effected by distribution. The need for a newsletter is eliminated. The reduction in billing and subscription record keeping at once cuts \$1200 from the annual bill from ALA for these services. While paper and printing costs have increased sharply in the past two years, these are offset by the increase in dues.

In summary, *College and Research Libraries* will always require a subsidy of between three and five thousand dollars, but much of this can be charged off to the elimination of

other necessities such as the newsletter and the increased membership receipts. I believe that with careful management and wide membership cooperation in speaking for advertisements, this membership distribution will cost less than two thousand dollars (net) or less than fifty cents a member. At least, those figures are practical goals at this time.

Incomplete figures for the journal this year show an expected credit of more than \$7400 against a budgeted expenditure of \$10,245. This is a good showing for operations when subscriptions from members had practically ceased and only one issue could charge the higher advertising rates which go with wider distribution.

It would be gross error to let financial details overshadow the editorial quality of *C&RL*. The service of Dr. Tauber and his editorial staff is an example to all librarians. The very considerable reputation of our journal has been made entirely by these people. *College and Research Libraries* grows progressively more useful and sets a standard for journals of all professions. I am personally grateful to the editor for his unflinching kindness and cooperation, and every member should share this sense of gratitude. Were it not for the long hours regularly given by the editorial board, we would have no *College and Research Libraries* at all, on any distribution basis.

Much credit is also due the Committee on Financing *C&RL* chaired by Mary D. Herrick. This group helped to prepare advertising copy and two flyers to promote the journal. Six areas of possible advertising revenue were set up and divided among committee members (supplies; equipment; rare books; new scholarly books; microprint materials; related fields such as buildings and miscellaneous). A standard form reply card was drawn up for use in soliciting advertisements by mail. Individual members worked with the Headquarters Office in soliciting advertisements. This cooperation is principally responsible for the present bright picture.

### Chapters

The first two *ACRL* chapters were established during the year. The Philadelphia chapter includes librarians in the metropolitan area, and the New Jersey state chapter includes college and reference librarians

throughout the state. The progress of these two units will be watched with interest, particularly by other potential chapters, now in the embryo stage.

### Trips

During the year I visited at least forty different libraries in fifteen states, attended four state and regional library association meetings, several national educational conferences, and a number of smaller meetings of librarians and library school classes. Several visits were made at the special request of institutions with particular problems. This type of service is very much appreciated.

This represents somewhat less "getting around the country" than customary or desirable, but correspondence and essential Association business must come first.

### Informational Services

Relatively little was done to build up the office collection of forms, policies, reports, etc., of American college libraries. Annual reports and staff newsletters come regularly, but statements of policies and programs, except as contained in these, are conspicuously and regrettably absent. Such materials all go into the general *ALA* Library, as they should. This collection and its able librarian, Miss Helen Geer, render invaluable help in answering the regular stream of inquiries which comes to Headquarters.

### Surveys

The *Survey of the Library of the University of Notre Dame* was completed by Dr. Louis R. Wilson and Frank A. Lundy. Your secretary wrote one chapter of this and participated in much of the discussion and negotiation. The manuscript was prepared for publication in the *ACRL* Office. Wyllis E. Wright and I jointly prepared a detailed survey of the Army War College Library (unpublished).

\* \* \*

No accounting can be made now of my time spent in helping develop major projects for foundation financing. This activity will bear no regular fruit, but appears to be an important responsibility.

The *ACRL Quarterly Newsletter* was brought to an end with the issue for May 1952. Communications from the Headquarters Office will be continued in *C&RL*.

The annual ballot was incorporated successfully with the May issue. Results of this election are given with the list of officers printed elsewhere in this issue of *College and Research Libraries*.

As an ALA staff member your secretary participates in much general association business. It matters little whether a letter is addressed to ALA or ACRL, if the subject is the responsibility of the one office or the other, so is it sent. To the best of my knowledge the record for referral of correspondence is spotless on both sides.

The annual report for the last year covered the responsibilities of the ACRL Office to ALA, and little change has been noted. As previously reported, the classification and pay plan is unrealistic when applied to ACRL staff. It remains a real pleasure and source of strength to be close to other divisional executive secretaries, who have similar problems. We have held informal meetings at regular intervals for the solution of common problems. I am particularly grateful for the constant cooperation and help of the officers and particularly the two executive secretaries of the Public Libraries Division during the past year. I am likewise indebted to Mr. Clift for his unfailing attention to any ACRL problems brought to him, and to members of his staff for their cooperation. They have made ALA Headquarters a pleasant home for ACRL.

*Administrative Procedures Committee*  
(Ralph W. Parker, Chairman)

This group was formerly known as the Committee on Budgets, Compensation, and Schemes of Service. It was renamed at the 1951 annual conference, and the chairman was instructed to prepare a redefinition of the statement of purpose. It is generally agreed that the principal responsibility of the group lies in the maintenance of library standards and budgets. The committee has been working on the relationships between ACRL and accrediting agencies. It seems fairly clear that ACRL cannot enter the accrediting field but should work with and through existing regional and professional accrediting associations. The group has had some contact with the National Commission on Accreditation.

The committee has collected some information on the participation of librarians in the

work of regional accrediting associations. It is clear that ALA or ACRL should be consulted more by accrediting organizations concerning standards for libraries, instructions for teams to visit libraries, and the selection of personnel to investigate libraries.

The problem facing this committee is extraordinarily difficult, and rapid progress cannot be expected. (ATH)

*Committee on Audio-Visual Work*  
(Fleming Bennett, Chairman)

This committee was set up a year ago at the suggestion of the ALA Audio-Visual Board. Its work so far has been focused on gathering information, which will then be used in determining an intelligent program.

A carefully prepared questionnaire was sent to 1726 college and university libraries in March. Only about one third had been returned at the time of the New York Conference. The committee expects to publish a report of its findings during the year ahead and to formulate its program. College libraries have been backward in recognizing these new media. This committee therefore has a great opportunity for service.

*Buildings Committee*  
(Robert H. Muller, Chairman)

In addition to the answering of many letters from librarians with building problems, the committee (1) sponsored an open meeting at the ALA Midwinter Meeting, (2) conducted an Institute on Library Building Plans on the campus of Ohio State University, April 25 and 26, 1952, and (3) continued its project of gathering, compiling, and publishing of data on college and university library buildings.

(1) At the open meeting on January 31, 1952, the recently constructed library buildings of M.I.T., University of Houston, and Woman's College of the University of North Carolina were critically reviewed by the librarians occupying those buildings. It is expected that the proceedings of this meeting will be published either in *College and Research Libraries* or as an *ACRL Monograph*.

(2) The Institute on Library Building Plans was attended by 45 librarians and architects from all parts of the United States and Canada. Reviewed at the Institute were the plans of Wisconsin State College at Milwaukee, Wabash College, Michigan State



College, Southern Illinois University, Lewis and Clark College, Idaho State College, Wisconsin State College at Stevens Point. This Institute was conceived as a continuation of the work of the Cooperative Committee on Library Building Plans, which had been dissolved early in 1952. . . . The proceedings will be edited by Mr. David Jolly and will probably be issued in the fall of 1952. The proceedings may come out as a number in the *ACRL Monographs*. The publishing activities of the committee also include a plan to publish a series of library building "programs." (RHM)

The above paragraphs taken from Chairman Muller's report do scant justice to the usefulness of this committee. Through it ACRL is filling an important professional need. The program is practical, and it is being pursued with vigor and ability. Great credit is due the responsible parties. (ATH)

*Constitution and By-Laws*  
(Andrew J. Eaton, Chairman)

Work and recommendations of this committee are reported sufficiently in the Brief of Minutes of the ACRL Business Meeting (printed elsewhere in this issue).

*Duplicates Exchange Union*  
(Wixie E. Parker, Chairman)

This union exists to facilitate the exchange of duplicate and unwanted materials. Its services are primarily for smaller libraries although great research institutions belong. The union ordinarily requires little or no help from the committee and most matters have been handled by the chairman alone. This past year Mr. George F. Jones evaluated the usefulness of the union through a questionnaire. It was concluded that:

- a. Most members are sending two lists per year to the complete membership roster.
- b. The small libraries are gaining most, the larger ones frequently losing.
- c. The likelihood of using the U. S. Book Exchange varies directly with the size of the library.
- d. Small libraries expressed gratitude for benefits received through the activities of the Union—larger libraries considered their losses a worthwhile contribution to the cause of libraries generally.
- e. Need is indicated for both the exchange and the union.

f. Suggestions for improvement were as follows:

1. That exchange be restricted to completely free items.
2. That the lists be frozen for periods of one year.
3. That lists sent out to libraries be more selective.

Libraries which may be interested in cooperating in the union are urged to contact the chairman.

*Committee to Study Materials for Instruction in the Use of the Library*  
(Wyman W. Parker, Chairman)

A full report on the three years of work was submitted in December 1951 by Mr. de Lafayette Reid, the past chairman. This showed that instruction in the use of the library is quite individual at most institutions. Tabulations of the committee's questionnaire showed that different methods demanded divergent and original materials. The report is available on loan but will not be printed.

Mr. Wyman Parker recommended that the committee be dismissed, and the Board so voted at the annual meeting. (ATH)

*Committee on Interlibrary Loans*  
(William A. Kozumplik, Chairman)

The original assignment of this committee reads as follows: "To make an objective study of what is actually being spent when a library lends a book by mail; this committee could look into techniques and practices and perhaps suggest points at which a saving could be made in these practices."

James G. Hodgson volunteered to make the study of costs. Elsewhere in this issue appears a preliminary report.

The committee proceeded on the assumption that any cost cutting was desirable. It designed a standard request form for interlibrary loans (with inserted carbons). It also prepared a list of standard abbreviations and a shipping label. Finally, it prepared a revision of the 1940 Code. This revision was approved by a number of library associations. The committee's assignment is therefore completed, and it has been discharged with thanks.

The new Interlibrary Loan Code and the articles on aspects of the interlibrary loan problem printed elsewhere in this issue give ample testimony of the activity of this com-

mittee. The code itself gives no evidence of the two years of labor which the new draft required. An early draft was mailed last fall to 123 librarians, and their extensive criticisms and suggestions were incorporated in a final draft dated March 10, 1952. This was multilithed, and 700 copies were distributed. A large part of the cost of this was borne by the California Library Association, to which thanks are due. The members of this committee have done their work with extraordinary devotion.

Other problems relating to interlibrary loans have yet to be solved. Other interlibrary loan committees will be established in the future. It was thought wise, however, to bring a new group into being after a year or two. The committee chairmaned by Dr. William A. Kozumplik has worked hard and accomplished much. Their labors reflect great credit on the Association. Your secretary acknowledges a sense of personal gratitude to each and every member of this group. (ATH)

*Publications Committee*  
(Laurence S. Thompson, Chairman)

The principal function of this committee has been "to review, approve, and expedite publications." It has always worked closely with the ALA Publishing Department in an advisory capacity. In 1950 when the Research Planning Committee was established, doubt existed as to the further need for this committee. Any such fears have been put to rest by accomplishments the past year. In addition to performing its traditional function, this committee has launched a new publishing venture, the *ACRL Monographs*. The project has become very successful almost overnight in financial support and in quality of manuscripts available. Production and format problems have been successfully solved. The *Monographs* may lead us into a major publishing venture of great service to the library profession.

In short, the *Monographs Series* is now on a self-supporting basis and serving a useful function. The chairman and Mr. David Maxfield, the business manager for the *ACRL Monographs*, have done well. (ATH)

*Committee on Preparation and Qualifications for Librarianship*  
(Jerrold Orne, Chairman)

An article on the educational qualifications for acquisition workers by William A. Kozumplik (*Library Journal*, volume 77, no. 4, page 291-4) was the chief product of the committee during the past year. Chairman Jerrold Orne reported that the committee has no further purpose or need in the ACRL organization and recommended dismissal. No action on this recommendation was taken. (ATH)

*Recruiting Committee*  
(Edward A. Chapman, Chairman)

Little progress was reported by this group, and doubt exists as to the need for its continuance. The chairman reported in part:

"I have seriously studied the past work of the committee with the idea of programming its current work to complement the gains made and to avoid any duplication. In all honesty I cannot see wherein the committee has exercised any systematic, effective, or predictable influence in the solution of the recruiting problem.

"... I reason that the objectives of the Committee can never be achieved in any appreciable part through Committee-type action anyway; that the execution of recruiting acts is not a committee function which, however, seems to have been attempted by the Committee to now; that the Committee should concern itself with programming ... and leave execution to those directly concerned with and responsible for recruitment and/or advice in fields of work: high school counseling departments; college admissions officers; library school admissions officers."

The Board took no action to dissolve the committee because it felt that ACRL should be represented in, and help support, the Joint Committee on Library Work as a Career. The chairman of the ACRL Committee normally serves in this capacity. Other appointments to the committee can be allowed to lapse by the President. (ATH)

*Research Planning Committee*  
(Louis Kaplan, Chairman)

A fairly complete report on this committee was included in the Brief of Minutes, the Board of Directors Meeting (printed elsewhere in this issue).

The committee was set up originally with an assignment to identify important problems, examine and consider them, to farm them out, as it could, for solution. While the full theoretical statement of duties is clear and precise, the Committee has had to feel its way.

During the past year the group has made small but significant contributions, and chances for its future usefulness look very bright. A great deal of credit is due the chairman and members. (ATH)

#### *Safeguarding Library Materials*

At its meeting in July 1951 the Board of Directors voted to establish a Committee on Safeguarding Library Materials. It also recommended that the Council of National Library Associations set up a joint committee on the same subject. The ACRL committee was never appointed because the joint committee seemed to have the subject well in hand.

Work on this subject began in the ACRL Office in the summer of 1950 at the suggestion of Mr. Cory. I investigated the subject a good deal over the course of many months and finally presented a report which was the basis of the action by the ACRL Board. The CNLA joint committee now includes representatives from archives and from museums and from national research councils.

The Committee for the Protection of Cultural and Scientific Resources already has a number of solid accomplishments to its credit. It will obviously grow in importance so long as the present international tensions continue. The ACRL representative Burton W. Adkinson of the Library of Congress is chairman of the committee, and his report will be issued through other channels.

#### *Statistics Committee* (G. Flint Purdy, Chairman)

This group continued to perform one of the most useful ACRL services in producing the annual college and university library statistics. For the first time these were printed in the January issue of *C&RL* instead of April. Preprints were available upon request very early in January. By this means the current data was available for use in the preparation of budgets, which is normally a late winter chore. Many librarians greatly appreciated this service, and the inclusion of current budget data in the questionnaire.

Approximately 500 questionnaires were sent out in August, and 272 replies were on hand by October 1. This represents no significant decline, and reports were nearly as complete as in previous years, except for data on total institutional expenditures. The same form,

with minor modifications, will be used in 1951/52 and must be returned by October 1. Mailing lists have been revised to include new libraries whose librarians have expressed interest in receiving questionnaires.

Haste in compilation and publication of the statistics militates against adequate checking, particularly through correspondence with librarians. Adequate analysis of reported data prior to publication is likewise impractical. The first of these two disadvantages is clearly more than offset by the advantages of prompt publication. Inaccuracies are seldom important from point of view of generalization. The second disadvantage could easily be overcome by subsequent publication of a more careful analysis than the one which appears with the published tables.

In the past few Catholic institutions were included in the mailing lists because the committee felt that the financial statistics were not comparable. In the future more Catholic institutions will be included, and comparability of salary statistics will be sought by the U. S. Office of Education method. Another change from previous practice concerns the statistics collected for consultation at ACRL Headquarters (not to be published). Collection and retention of these is not justified by actual use, and will not be continued.

During the past year several state organizations have undertaken the compilation of statistics on college libraries within their borders. This movement has had some leadership from the ACRL Office and the help of the chairman. In most instances ACRL forms have been used. (GFP and ATH)

#### *Joint Committees*

ACRL was represented on a number of joint committees during the past year. Reports on the work of these groups will presumably be issued by the chairmen or by parent organizations. The names and assignments of ACRL representatives on joint committees are given with other committee information in the *ALA Bulletin* for December 1951. Special mention should be made of the work of Phillips Temple as ACRL delegate to the American Council on Education. Mr. Temple acted as Washington representative for ACRL in a number of capacities, and



always with extraordinary fidelity and competence.

A committee was set up to "Implement Library of Congress Bibliographical Projects." The committee studied correspondence with LC officials which led to the appointment of the committee but was unable to determine an area of activity in which it might be especially helpful to LC. It therefore functioned only as a stand-by, in case of need.

*Junior College Libraries Section*  
(Mary E. Kauffmann, Chairman)

Work on *Library Materials for Junior Colleges* proceeded during the year under Frank J. Bertalan. One hundred junior colleges had contributed about 50,000 cards, and many volunteers helped to prepare the preliminary lists. These were then sent to selected schools for review and cutting. Manuscript was completed in September, but final editing and manufacture are expected to delay publication until the second quarter of 1953.

The following served as regional chairmen: Far West, Eugene McKnight; Trans-Mississippi, Nellie M. Homes; Midwest, Maysie M. Pierce; New England, Barbara M. Smith; Middle Atlantic, Rachel F. Wood; Southeast, Elizabeth S. Reynolds; Southwest, Arda E. Frans.

The Midwinter and annual conference programs were of considerable value, not only because of the speakers, but because the size of the section permits considerable informal sharing of experience and opinion. Section membership has increased 15% during the year. (ATH)

*Pure and Applied Science Section*  
(John H. Moriarty, Chairman)

The new Pure and Applied Science Section has now completed one year's operations. Three newsletters of considerable usefulness were issued.

A committee was appointed to prepare a *Recommended List of Basic Engineering Periodicals*. Special assignments for this publication were as follows: Roger F. Stanton, aeronautical; Cornelia Graham, agricultural; H. Dean Stallings, architectural; Harlan C. Brown, ceramic; George S. Bonn, chemical; Jeanette Poor, civil; Ruth McG. Lane, electrical; William S. Budington, industrial; Jane

Ganfield, mechanical; Earl J. Randolph, metallurgical and mining; Dale Barker, textile; Robert S. Bray, auxiliary sciences. Edward A. Chapman and Dorothy M. Crosland are assisting the Chairman William H. Hyde in editing and over-all work.

A permanent committee was established on relations with the U. S. Department of Agriculture Library. Members of this committee are Mrs. Margaret Bryant, Robert Havlik, Harald Ostvold, Louise B. Wheeler, and J. R. Blanchard, chairman. During the previous year the Agricultural Libraries Section had prepared a *Report on the Policies and Program of the U.S.D.A. Library*. A number of problems raised in this report remained unsolved. The assignment of the new committee is to work on these problems as well as on new developments.

Through the efforts of the Section the American Society for Engineering Education appointed a group of section members to serve as its Committee on Engineering School Libraries (George S. Bonn, Rice Institute, Chairman).

During the year news was received that the Russians had forbidden the export of a number of their scientific periodicals. A list of these was published and the means sought to avoid this science blackout. A number of these titles, it was later discovered, were being received currently in the Library of Congress where microfilms could be ordered. Chairman Moriarty reported, "It does seem then that by dint of much bibliographical enquiry and considerable added expense, we can maintain most of our Russian files." (ATH)

*Reference Librarians Section*  
(Elizabeth Findly, Chairman)

This section has had an excellent record of committee activity for the year. Its programs at Midwinter and the annual conference have been practical and useful. One newsletter was issued for the membership.

The Joint Committee on Reproduction of Bibliographical and Reference Works was made a standing committee with Alton H. Keller as chairman. A list of books for possible reproduction was given wide distribution in June.

Considerable correspondence was had with the H. W. Wilson Company regarding the problem of the selection of periodicals to be indexed in the *Readers' Guide*. At the re-

quest of the H. W. Wilson Company a joint committee was established with the Public Libraries Division to work with the company on this problem. Morris Gelfand of Queens College Library was named chairman for this section.

Miss Florence Gifford served as chairman of the Committee on New Reference Tools. The group is cooperating in the revision of the *Street Directory of the Principal Cities of the United States*. The committee had helped to promote the new *College and Research Libraries* feature on new reference materials by Constance M. Winchell. The group is planning to prepare and submit to members a new list of current needs in the field of reference books. It will work with the ALA Board on Acquisition of Library Materials. (See its brief report in the 1952 *Annual Conference Summary Reports*, p. 43.)

The Committee on Referral of Reference Inquiries drafted a code for the handling of reference inquiries received by mail (for the text see elsewhere in this issue). The final version is based on the draft which was sent to more than one hundred librarians for comment. The final draft has had universal approval, but unfortunately no formal action was taken on its acceptance at the annual conference.

#### *Libraries of Teacher Training Institutions Section* (Wendell W. Smiley, Chairman)

At the New York Conference a committee was authorized to aid such organizations as are interested in publishing and continuing the work of compiling bibliographic data on dissertations and essays from teacher training institutions. A committee was likewise set up to establish evaluative criteria (for book selection as well as other functions) for libraries of teacher training institutions.

The new standards and policies for accreditation of the American Association of Colleges for Teacher Education were the subject of considerable discussion and section study.

Programs were prepared for the Midwinter Meeting and the annual conference. (ATH)

#### *University Libraries Section* (Raynard C. Swank, Chairman)

The section got off to an early start with the decision to attempt four studies during the year: undergraduate and underclass libraries; decentralization of cataloging; in-service training of nonprofessional library employees, and problems connected with monograph technical reports. These studies were described in the January issue of *College and Research Libraries* (13:61-64). Reports on these were given at the Midwinter Meeting.

The committee on decentralization of cataloging was discharged at the annual conference. Study of undergraduate libraries is proceeding and should have useful results. Little information on in-service training practices has been turned up, so that committee is preparing a reasoned analysis of the problem and constructive suggestions for operations. The work on technical reports is partially duplicated by the University of Chicago's 1952 Conference on the Communication of Specialized Information (Dr. Taube served as chairman of the section's committee and of the conference as well).

\* \* \*

This summary by the executive secretary does scant justice to the careful planning and work of the officers.

In closing I must express a personal debt to President Ellsworth for his constant cooperation, his sympathetic ear, and his wise counsel. Treasurer Shaw has been invariably cooperative as bursars and treasurers seldom are. Few members can appreciate the long hours which Tom Shaw has devoted to ACRL during the past three years, and particularly the last year, or the personal expenses involved. Such servants are rare in any organization. Lillian M. Shepherd continues, as most members know, to keep Headquarters in smooth operation, and our debt to her is a daily one.

## Enlarged Library Building at North Carolina

"The Enlarged Library Building at Chapel Hill," a pamphlet issued by the University of North Carolina on the occasion of the opening of its new library addition, April 18, 1952, includes an interesting and informative summary of the history of the university library, a description of the building with floor plans and pictures, and some statistics on the size, cost, capacity and equipment of the enlarged library plant.

# News from the Field

## *Acquisitions, Gifts, Collections*

A valuable lithographic collection covering the past 130 years has been presented to Columbia University by the Sun Chemical Corporation of Long Island City. The collection comprises several hundred outstanding examples of the lithographic art, and a substantial group of printed books dealing with the practical side of lithography, or featuring lithographic illustrations. The collection covers the development of the art from its beginning in the early years of the 19th century, through 1912, when Joseph Pennell published his remarkable series of views of the Panama Canal, then being completed. The collection was begun about 1911 by the officials of the Fuchs & Lang Manufacturing Company, makers of lithographic inks, now a division of the Sun Chemical Corporation.

Charles Waddell Chesnutt occupies a unique place in American literature, and the collection of his letters and unpublished manuscripts which his daughter has given to the Fisk University Library promises good hunting for literary scholarship. Chesnutt was the first Negro American writer to receive serious attention for his stories and novels. Around the turn of the century he was a frequent contributor to the *Atlantic Monthly* and other literary magazines, and his books were published by the Houghton Mifflin Company before his racial identity was generally known. Among the literary figures of the era who applauded his work were William Dean Howells, James Lane Allen, George Washington Cable, Albion Tourgée, Walter Hines Page, and Albert Bushnell Hart, and their correspondence with Chesnutt concerning his stories and other literary matters and his correspondence with such Negro leaders as Booker T. Washington and W. E. DuBois enrich the collection now at Fisk.

A reception in honor of Eugene Meyer, publisher of the *Washington Post*, was given by the Georgetown University Library in the Hall of Cardinals on May 16, 1952, in recognition of his presentation to the library of a set of the Founder's Edition of the 54-volume *Great Books of the Western World*.

The papers of Sydney Howard Gay, anti-

slavery editor and American historian, are being placed in the Harvard College Library by his heirs.

A long series of letters written by James Russell Lowell when Gay was editor of the *Anti-slavery Standard* comprise the first portion of the Gay papers to be presented to Harvard. Many of these are unpublished. Lowell's manuscripts of verse and prose contributions to the *Standard*, including the greater part of the first series of the Biglow papers, also are included in the gift. Other important manuscripts included in the Gay papers are letters of war correspondents with the Armies of both the North and the South during the Civil War, written to Gay as managing editor and chief aide to Horace Greeley on the *New York Tribune*. Much of this confidential information sheds new light on the history of the Civil War.

The M. D. Anderson Memorial Library of the University of Houston has recently acquired two valuable collections valued at \$50,000. The Richard Burges Texana Collection was purchased by the Houston Home Builders Association and donated to the university. The collection consists of approximately 1,000 volumes and more than 600 pamphlets. Included are the earliest Texas almanacs and an extensive file of House journals of the Texas Legislature.

The William Burges Collection of 15,000 volumes is largely one of scarce, rather than rare books, and includes the most scholarly editions, some in fine bindings, of the great 18th and 19th century dramatists and poets. Among the books printed prior to 1800 are first editions of Johnson's *Dictionary* and of Pope's translation of Homer. Special press books are represented by a complete set of the Mosher books and editions from the Nonesuch Press, the Golden Cockerel Press, the Limited Editions Club, etc. It is estimated that the collection contains about 60 per cent of the great autobiographies, memoirs and biographies in the English language.

The personal papers of the late Harold L. Ickes have been presented to the Library of Congress by his widow. Covering the period from about 1907 to 1951, there are some 150,000 items in the collection, including Mr.



Ickes' correspondence, articles, and speeches. Use of the collection is restricted for the time being.

The RCA-Clark Collection of Radioana has been presented to Massachusetts Institute of Technology by the Radio Corporation of America. The collection, comprising a documentary record of over a half century of radio and equal to about 5000 volumes, is virtually unique and contains manuscript and printed material of all types. Correspondence files and records of several early radio companies, photographs, blueprints, specifications, research and other reports, records of litigation, log books, unpublished biographies, scrap books of clippings, articles and memorabilia are included. All pertain to the development of radio and the growth of the radio industry. The period of greatest emphasis is 1900-1935. The collection was originally started by George H. Clark.

The Julia W. and Thomas B. Catron collection, consisting of about 10,000 volumes, was donated to the University of New Mexico Library recently by the sons of Judge and Mrs. T. B. Catron.

The Catron collection, probably the best library in territorial New Mexico, is a general collection, but with major emphases upon history, literature, and ecclesiastical subjects of Spain and Mexico. There are many rare volumes, including the library of Father Fisher, who was confessor to the Emperor Maximilian. Possibly the most valuable portion of the gift is the 175 filing cases of T. B. Catron's letters and documents relating to the history of the land grant system in New Mexico. Included are entire sets of the works of the best writers of the 17th, 18th, and 19th centuries, and many volumes about Napoleon. Much of the material was evidently bought by Mrs. Catron whose expressed purpose was to "educate and bring up her sons to be respectable and good members of the community in general."

Southern Methodist University Libraries have recently acquired two outstanding collections. Bridwell Library of Perkins School of Theology has received the library of the late Georg Steindorff, noted Egyptologist and former editor of *Zeitschrift für ägyptische Sprache und Altertumskunde*, which consists of approximately 1700 volumes, over 2000 reprints and pamphlets, several hundred photographs and some private papers. Nota-

ble items in the collection include *Mémoires de la Mission archéologique française au Caire*, *Publications du Service des antiquités de l'Égypte*, *Publications of the Egypt Exploration Society*, Egyptian publications of the Metropolitan Museum of Art, and *Zeitschrift der Deutschen morgenländischen Gesellschaft*.

The Law Library and Fondren Library at Southern Methodist University together have acquired the library of Andrew Cowper Lawson, professor of geology in the University of California. This library, which is especially rich in petroleum geology, includes over 9,000 reprints and pamphlets in addition to long runs of journals.

Virginia's first non-fiction publication on the subject of tobacco, produced in Williamsburg in 1737 by Virginia's first printer, William Parks, has been presented by the Philip Morris Company to the University of Virginia. Daniel MacKercher's *Memorial of the Tobacco Trade* gives detailed cost-accountings of tobacco marketing in 18th century Virginia and Maryland, and points up the fact that while the price of tobacco has increased ten times within two centuries, the tax on tobacco has been increased a thousand fold. The work deals with the perennial problem in the tobacco trade of how an industry taxed at more than one place can produce a profit for both the planter and the leaf merchants. Prior to the discovery of this copy by a New York book dealer, Richard Wormser, the only known copy of MacKercher's work was in the John Carter Brown Library at Providence, R.I.

Discovery of a hitherto unknown play by John Lyly was publicized by the presentation of the play at the annual May Party of the Elizabethan Club of Yale University. The rare manuscript was discovered in an old volume in the British Museum by a secretary working on instructions from Leslie Hotson, former Yale faculty member and widely-known Shakespearean scholar. The play, entitled *An Entertainment*, will be published in book form next fall for the Yale Elizabethan Club. It will include an introduction by Mr. Hotson, notes on the background of the original presentation, and an analysis of a passage which Mr. Hotson claims definitely establishes Lyly's authorship. The work was first played in a home in Mitcham, Surrey, England, on September 13, 1598 in honor of a visit

by Queen Elizabeth. The play had to wait 354 years for its second performance when, coincidentally, another queen named Elizabeth sat on the English throne.

William Robertson Coe of New York City has presented his collection of more than a thousand books on ornithology to the Yale University Library. Said to be the finest and most complete privately-owned collection in its field, it is unsurpassed in its number of full-color plates. Mr. Coe spent 40 years gathering the materials which represent the works of the world's foremost ornithologists.

The University of Wyoming Library has received from Owen Wister's children fifteen notebooks which the noted author kept on his western trips. These notebooks are described by Wister in his *Roosevelt, the Story of a Friendship*: "Never before had I been able to sustain a diary, no matter how thrilling my experiences. . . . But upon every Western expedition I had kept a full, faithful, realistic diary: details about pack horses, camps in the mountains, camps in the sagebrush, nights in town, cards with cavalry officers, meals with cowpunchers, round-ups, scenery, the Yellowstone Park, trout fishing, hunting with Indians, shooting antelope, white tail deer, black tail deer, elk, bear, mountain sheep—and missing these same animals."

At the dedication of the White Library, Kansas State Teachers College, Emporia, William L. White presented to the library a great many letters, original manuscripts, galley proofs, and similar materials from the collections of William Allen White. Probably the most interesting and valuable single item is the original manuscript of *Mary White*. Several hundred books from the library of Mr. White are included in the gift which eventually will include the bulk of William Allen White's manuscripts, books and other memorabilia.

### Miscellaneous

The librarians of the 13 four-year liberal arts colleges represented in the Iowa Intercollegiate Athletic Conference held the first meeting in their history on May 23-24, 1952, at the Simpson College Library in Indianola. The program, which featured librarians from conference libraries and the University of Iowa Library, included discussions of such prob-

lems as integrating the college library with the curriculum, rare books in the college library, areas of cooperation for the conference librarians, and new mending and binding techniques. A luncheon was held with the business managers of the conference colleges. Plans were made to hold another meeting next spring.

Midwest Inter-library Center *Newsletter* reports that for a two-year period the use of materials in MILC will be extended to any serious reader not attached to a participating institution, provided that he has exhausted the resources of his own institution and sources nearer at hand than the Center.

The Center has now become a member of the Documents Expediting Project with a high national priority. The University of Chicago relinquished its number three priority position in favor of the Center so that MILC might receive those occasional short-supply items for which there are as few as three copies available for distribution.

The Center has placed an order with the Documents Expediter to receive all of the processed (i.e., non-printed) federal publications listed in his recent *Classified Checklist*. Recent figures indicate that federal agencies distribute around 20,000 processed publications annually (cf. Barcus, Thomas R., "Micro-reproduction of Federal Publications," *Library Journal* 77: 39-41, Jan. 1, 1952), and the program to acquire this mass of material is intended to permit MILC librarians greater selectivity in their own respective acquisition programs for these processed materials.

A feature of MILC service is the use of teletype network connections to enable member libraries to communicate directly with the Center and with each other. The exploitation of teletype communication between and among major American libraries appears to be a provocative issue meriting careful study by major libraries and professional associations.

The University of Kentucky Libraries have been granted \$35,000 from the University's Haggin Fund with which to purchase research materials. This amount is over and above the regular budget. The grant was announced by President H. L. Donovan on 18 May 1952.

To pay homage to the Chilean scholar José

Toribio Medina (1852-1930), the hundredth anniversary of whose birth is being commemorated throughout the world this year, the Pan American Union has organized the Medina Centennial Celebration, which will take place in Washington, D.C., from November 6-8. Maury A. Bromsen, a member of the Department of Cultural Affairs of the Pan American Union and Editor of the *Revista Interamericana de Bibliografía*, is the Executive Secretary. All correspondence concerning the Celebration should be addressed directly to him, at the Pan American Union, Room 216, Washington 6, D.C. Universities and learned societies are invited to send representatives. Latin-Americanists everywhere are cordially invited to participate.

The American Embassy at Cairo has forwarded to the U. S. State Department a copy of a circular issued by the Committee for the Millennial Celebration of the Library of the Greek Orthodox Patriarchate at Alexandria announcing plans for anniversary ceremonies, to take place November 16, 17 and 18, 1952, in which leading libraries of the world are invited to participate.

The Rosenbach Fellowship Lectures in Bibliography, originally announced by the University of Pennsylvania for delivery in October, have been postponed until January 16, 23, and 30, 1953. Dr. George Sarton, Rosenbach Fellow for the year 1952-1953, will speak on "The Appreciation of Ancient and Medieval Science in the Renaissance."

*Publications* A compilation entitled *Serials Notes Compiled From Library of Congress Cards Issued 1947-April 1951*, by

Ruth Schley, formerly head of the Serials Division of the Cataloging Department, Columbia University Libraries, and Mrs. Jane B. Davies of the Cataloging Department staff, is available in multilithed form. The list is intended to save time for catalogers in describing briefly, clearly and consistently the peculiarities of serials. The examples supplement those given in *Rules for Descriptive Cataloging in the Library of Congress*, 1949. The compilation is priced at \$1.00, and orders should be addressed to the Acquisition Department, Columbia University Libraries, 535 West 114th St., New York 27.

Among the articles of interest in the March

1952 issue of the *Journal of Cataloging and Classification* are "Reclassification at the State University of Iowa," By Norman L. Kilpatrick and Anna M. O'Donnell; "Cataloging in the Microfilm Reading Room of the Library of Congress," by Faustine Dennis; "Classical and Other Bibliographies Versus Analytics," by Pauline Cook, and "Subject Cataloging of Theses and Dissertations," by Helen E. Dean.

UNESCO has issued *Study Abroad, International Handbook: Fellowships, Scholarships, Educational Exchange*, Vol. IV, 1951-52 (Columbia University Press, 1952, 326p., \$2.00). The work contains detailed information on scholarships and fellowships in such matters as fields of study, where tenable, conditions, value, duration, number available, and where applications should be made.

The American Council on Education has issued the sixth edition of *American Universities and Colleges*, edited by Mary Irwin (1952, 1105p. \$10.00). The volume contains descriptions of 904 universities and colleges, including 83 schools not in the 1948 edition. *American Junior Colleges*, in its third edition, edited by Jessie P. Bogue, has also been published by the Council (1952, 604p. \$7.50). This volume, describing 575 junior colleges, includes 94 colleges which have been accredited since 1948. As in their earlier editions, these two works represent important additions to the librarians' reference shelf.

The April 1952 issue of *Library Notes* of Duke University Library contains an article on the Arthur O'Shaughnessy letters.

The first volume of the University of Tennessee Library Lectures, edited by Dale M. Bentz, was published in January by the University's Division of University Extension. Three papers are included: "Book Classification in University Libraries," by Maurice F. Tauber; "The Library in the Graduate Program of Institutions of Higher Education in the Southeast," by Louis R. Wilson; and "The Library's Function in Education," by John E. Burchard.

ALA has published two manuals, *Personnel Organization and Procedure*, one for public, and the other for college and university libraries. Based on the 1940 publication, *Organization and Personnel Procedure*, the new manuals include positive suggestions for the framework, content and wording of individual



library manuals and reproduce typical forms used by some libraries in personnel work. The new manuals have been compiled by the Subcommittee on Personnel Organization and Procedure of the Board on Personnel Administration and were approved at the 1952 Midwinter meetings (each manual, 64p., \$1.00).

Eleanor Stuart Upton's *Guide to Sources of English History from 1603 to 1660 in Reports of the Royal Commission on Historical Manuscripts*, originally prepared as a dissertation at the University of Chicago Graduate Library School, has now been published by the Scarecrow Press (151p., \$3.50). Designed to aid in the extraction of materials relating to English history from these invaluable reports, the index is limited to the first nine reports of the commission and to subsequent reports on collections described in the first nine.

The history of the Communist movement in Japan, derived from an analysis of secret Japanese government documents, official and unofficial Communist Party literature, and

reminiscences of former high-ranking Japanese Communist leaders is treated in Rodger Swearingen and Paul Langer's *Red Flag in Japan; International Communism in Action, 1919-1951*, published by Harvard University Press (276p., \$5.00). The study was prepared under the auspices of the International Secretariat, Institute of Pacific Relations. Another Harvard University Press publication is the *Harvard Outline and Reading Lists for Oriental Art* (64p., \$1.50), by Benjamin Rowland, Jr., a complete revision of *Outline and Bibliographies of Oriental Art*, whose last edition was published in 1945.

An insufficient number of the U. S. Naval War College's *International Law Documents, 1950-51* was printed for distribution to depository libraries. However, those libraries which need copies may secure them by writing directly to the Naval War College at Newport, R.I.

"Annual Reports for Public Libraries" by Madeline S. Riffey, is available as University of Illinois Library School *Occasional Papers*, no. 28.

The image shows a sample of an Interlibrary Loan Request form. The form is titled "INTERLIBRARY LOAN REQUEST - According to the A.L.A. Interlibrary Loan Code". It contains several sections with checkboxes and text boxes for providing details about the request, the report being requested, and the library's contact information. The form is designed to be filled out by a library staff member to request a book or document from another library.

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# Personnel

## Appointments

EDWARD BARRETT STANFORD known to his friends as "Ned" is the sixth head of the University of Minnesota Library. With Dr. Stanford's appointment the title of the position now becomes director of libraries, and director of the Division of Library Instruction.

Born March 31, 1910 at Moorhead, Minnesota Dr. Stanford was educated at Dartmouth College (A.B., 1932), the University of Illinois (B.S. in L.S., 1934), Williams College (M.A. in biography and comparative literature, 1939) and the University of Chicago (Ph.D., 1942). His doctoral thesis was *Library Extension under WPA; an*



Edward Barrett  
Stanford

*Appraisal of an Experiment in Federal Aid.*

Equally varied has been Dr. Stanford's professional career. After graduation from Dartmouth, he worked on the staff of that library as serials and circulation assistant. In 1934-35 he was editorial and publicity assistant for ALA and in 1935-36 junior assistant, Regional Branch and Technology, Detroit Public Library. From 1936-39 he was senior reference assistant at Williams College Library. Following graduation from Chicago he became recruiting representative, U. S. Civil Service Commission where he served for two years before entering in 1945 the U. S. Army, serving as teacher in the army library service.

In 1946 he became assistant university librarian at Minnesota; in 1951, acting university librarian and acting director of the Division of Library Instruction; his appointment as director of libraries and director, Division of Library Instruction became effective July 1, 1952.

Dr. Stanford is perhaps best known to the library profession as an expert on library

personnel administration. His civil service experience, his army library service, his duties as assistant university librarian all demonstrated growing competence in this field. Professional recognition of his leadership in this area came with his appointment as chairman of the Board on Personnel Administration of the ALA, 1947.

As assistant university librarian at Minnesota his responsibilities were broader however, and encompassed among many others, major responsibility for administration of branch and department libraries. In this capacity he has had much responsibility for designing improved library quarters; a new library building for the Department of Agriculture Library and a new reading room and library for freshmen and sophomores. In all of this one of his major contributions has been the promotion of understanding of and easy access to library materials on the part of students and faculty. At Williams College, at Dartmouth and at the University of Minnesota, he has made significant contributions in the development of library handbooks, in aids to the use of library materials and in promoting understanding of the potentialities of library service.

Although Dr. Stanford's rise in the library profession has been rapid, it has not resulted in any loss of perspective. A down to earth administrator, he likes nothing better than to dig deeply into the very details of the problem before him. Possessed of an alert, facile mind, he is quick to cut to the heart of a problem. But even when exigencies of the moment require an "off-the-cuff" decision, he is not one to regard such as irrevocable. Straightforward, frank yet loyal and sincere he impresses one with the candor and forthrightness of his nature. These qualities which he exemplifies, he respects and likes equally in others, and he is one of those rare persons with whom one can argue heatedly and not feel either that the effort is useless or will result in bad feelings.

Outside of long office hours, Dr. Stanford's time is devoted to his family, Mrs.

Stanford, the former Maverette Ericsson, and young son, Jimmy. An enthusiastic son of Minnesota, he is an interested fisherman, though never known to have landed a prize catch.

Under Edward B. Stanford the University of Minnesota Library can look forward with confidence to the type of devoted leadership represented so well by such names as Folwell, Gerould and Walter.—*E. W. McDiarmid.*

LEWIS CAPERS BRANSCOMB (see *C & RL* for July, 1948), recently appointed director of libraries of Ohio State University, has had a brilliant career in the library profession. After a period in the business world he decided to enter librarianship. Upon completion of his A.B. L.S. at Michigan in 1939, he became order assistant, then order librarian at the University of Georgia.

After two years there, he became librarian of Mercer University, but left in 1942 to become librarian of the University of South Carolina. From there he moved to the University of Illinois as associate director of libraries, in charge of public service.

In 1948 he became associate director of libraries at Ohio State University, from which position he moves up to the directorship succeeding Mr. Earl N. Manchester who has retired.

Branscomb completed his A.M. L.S. at Michigan in 1941, and is nearing completion of his Ph.D. at the Graduate Library School of the University of Chicago. His dissertation is on Ernest C. Richardson.

He has moved forward in the profession largely because of two personal characteristics. He has high standards of administrative efficiency, and he has the ability to get people to work with him. In difficult situations, his unfailing sense of humor makes it possible for him to carry the day without ruffled feelings.

Although he may be classified by some as an "administrative" rather than a "bibliothecal" librarian, his understanding of the teaching and research needs of all disciplines is thorough and sympathetic.

He administers a library effectively for a purpose. Ohio State University Library should continue to improve as an instrument of teaching and research under his direction.—*Ralph H. Parker.*

FLEMING BENNETT, for the past two years associated with the Columbia University Libraries as head of the Acquisitions Department, is now librarian at the University of Arizona. He brings to his new post a solid background of education including graduation from the Western Reserve University Library School in 1941, and several years at the Graduate Library School, University of Chicago, where he was admitted to candidacy for the Ph.D. degree in 1950; a varied experience including work as a high school librarian, military service, supervisory responsibility in the West Virginia University Library, and responsibility for acquisitions at Columbia; a deep interest in the organization and administration of academic libraries; and a way of working with his colleagues which assures their confidence, respect and support.



*Fleming Bennett*

In his work at Columbia, he was quick to grasp the complexities of procurement and processing of the wide range of materials needed in the research library, and effective in bringing management techniques to bear on the problems of organization and procedures and in the arrangement of quarters and equipment. His capacity for analysis of problems, identification of possible solutions, and the carrying through of recommendations will surely gain for him many friends and supporters in his new post as has been true at Columbia.

Bennett's deep interest in audio-visual materials is reflected in his current chairmanship of the ACRL Committee on Audio-Visual work. Arizona librarians and the university, too, will no doubt quickly discover his talents for committee work and put them to good use.—*Richard H. Logsdon.*

VICTOR A. SCHAEFER, for the past four years assistant director of the General Library of the University of Michigan, is now director of the libraries of the University of Notre Dame. Mr. Schaefer succeeds Mr.



Paul R. Byrne, director of the libraries at Notre Dame since 1925, who has been appointed curator of the Art Galleries.

A native of Hays, Kansas, Mr. Schaefer received the B.A. degree from St. Benedict's College (Kansas) in 1929, the B.A. in L.S. from the University of Michigan in 1931, and the M.A. in L.S. from the same institution in 1934. From February 1934 to Febru-



*Victor A. Schaefer*

ary 1935, he was an exchange assistant in the library of the Institute of Agriculture in Rome, Italy, having received a General Education Board Humanities Fellowship from the Rockefeller Foundation. The bibliography which he prepared there won for him the Elizabeth Rockwood Oberly Memorial

Award (American Library Association) for the best bibliography in the field of agriculture, 1936.

From 1931 to 1936, Mr. Schaefer served as assistant in and then as librarian-in-charge of the Physics Library and the Astronomy Library of the University of Michigan. For the academic year 1936-1937 he was assistant librarian at St. Thomas College, Scranton. From 1937 to 1944, Mr. Schaefer was chief of the Preparations Department at Catholic University Library. At Catholic University he also studied toward the Ph.D. in medieval history. From 1944 to 1948, he served successively as chief of the Reference Section and chief of the Acquisitions Division of the War Department Library in the Pentagon. In October 1948, he returned to the University of Michigan as assistant director of the General Library.

Mr. Schaefer brings with him to Notre Dame not only his professional and scholarly interests but also a wealth of experience in dealing with problems of library administration, reorganization, budget, and personnel.—*Rev. Paul E. Beichner, C.S.C.*

SARAH DOWLIN JONES went to Goucher College as librarian on September 15. She leaves the University of Pennsyl-

vania Library where for the past three years she had been head of the Reference Department. She brings to her new position a cultural background, sound scholarship, and a constructively analytical approach to library problems.

Miss Jones is a graduate of the University of Pennsylvania, where she is now completing her work for the doctorate, and of Pratt Institute Library School. Her first library job in her high school days was in the J. Lewis Crozer Library, Chester, Pa.; later came subprofessional work in the Lippincott Library, Wharton School of Finance and Commerce, University of Pennsylvania. In terms of professional experience she has



*Sarah Dowlin Jones*

been in the Circulation Department of the New York Public Library, reference assistant in the Pratt Institute Library, assistant librarian of the American Library in London, the first librarian of the amalgamated Mathematics-Physics Library at the University of Pennsylvania, and lately head reference librarian in the University Library. Her travels have taken her to Europe, chiefly to Britain. Her special field is English literature, and she is a member of the Modern Language Association and various professional organizations. She has served recent terms as secretary and as member of the executive board of the Special Libraries Council of Philadelphia and Vicinity.

Outwardly quiet, Miss Jones' fire is controlled by intelligence and graciousness. Her personality is sincere; her interest in her work genuine. In her belief that the college library must be a prime factor in student education, she has a contribution to make. Her Pennsylvania associates predict that she will wear well at Goucher.—*Walter W. Wright.*

EDWARD GRAHAM ROBERTS assumed his new duties as librarian of Drake University on August 1. He was for four years a member of the staff of Duke Uni-

versity Library where he directed the George Washington Flowers Collection of Southern Americana and served as curator of manuscripts. His duties included administration of the Manuscripts Department of the Library and selection and acquisition of printed and manuscript materials on life and thought in the southern states.

Roberts was born in Clarkston, Georgia in 1922. Between 1939 and 1948 he served a term in the United States Army; received a B.A. degree from the University of the South, where he played on the varsity teams and served for a year as coach and athletic director; received a B.A. in Library Science from Emory; and virtually completed work for a doctorate in American history at the University of Virginia. This degree was conferred in 1950. Somewhere along the line he became a member of Phi Beta Kappa. His professional memberships include American Library Association, Southeastern Library Association, North Carolina Library Association, North Carolina Literary and Historical Society, Southern Historical Association, and Society of American Archivists.—*Benjamin E. Powell.*

John Alden has resigned as assistant librarian of Georgetown University and will go to the British Isles where he will pursue his investigations of seventeenth century Irish printing.

Francis L. Berkeley, Jr., curator of manuscripts at the University of Virginia, has been

awarded a Fulbright research grant to study the sources of Virginia history in the United Kingdom during the academic year 1952/53.

Anne C. Edmonds has been appointed reference librarian of the Goucher College Library.

Lawrent B. Frantz is now law librarian at Drake University.

Mrs. Dorothy F. Gliddon has been appointed medical librarian at Dartmouth College Library succeeding Mrs. Margaret R. A. Robinson.

William R. Lansberg is now head of acquisitions, Dartmouth College Library.

Edward C. Lathem (Columbia '52) has been appointed assistant to the librarian, Dartmouth College Library.

Samuel Lazerow has been appointed chief of the Acquisitions Division; Armed Forces Medical Library.

John R. Rodell has been named chief librarian of the South Texas College of the YMCA.

Mrs. Thomas S. Shaw (Elizabeth Miller) has resigned from the librarianship of Goucher College.

Mr. Richard J. Shepherd has been appointed fine arts librarian at the Chicago Undergraduate Division Library of the University of Illinois. He will set up the first unit of an intended series of subject divisional reading rooms, supplementing the local main library facilities.

Lynn Womack has been appointed assistant librarian at Georgetown University.

## Foreign Libraries

Joseph Bick, formerly director of the Austrian National Library, died on April 5, 1952.

On January 1, 1952 Dr. Rudolf Dettelmaier became director of the University of Vienna Library.

Dr. Johann Gans, director of the University of Vienna Library, retired on Dec. 31, 1951.

On April 1, 1952 Dr. Willie Göber was appointed director of the University of Berlin

Library.

Prof. Erwin Heinborn is now director of the University of Münster Library.

Dr. Fritz Prinzhorn, formerly of Danzig and Leipzig, was appointed librarian of the West German Foreign Office on June 11, 1951.

Dr. Christoph Weber, director of the University of Münster Library retired on October 31, 1951.

## Retirements

On September 1, 1952, Dr. Nathan Van Patten, professor of bibliography, Stanford

University, reached the retirement age. This date marks the anniversary of Dr. Van

Patten's coming to Stanford twenty-five years ago. During his twenty years as director of the Stanford University Libraries he built them up into libraries of scholarly renown. As professor of bibliography, he has continued to attract rich collections to the Stanford Libraries during the past five years.

One of the reasons for his success in acquiring important and rare books for the libraries has been his keen bibliographical sense. The foundations for his critical judgment of book values were laid during the first decade (1907-1917) of his professional career which he spent as a bookseller and teacher. His bibliographical interests were broadened through his becoming successively librarian of the Wolcott Gibbs Library of the College of the City of New York (1917-1920); reference librarian and assistant librarian, Massachusetts Institute of Technology (1920-1923); and chief librarian, Queens University, Kingston, Canada (1923-1927).

All during his professional career, Dr. Van Patten has published the results of his bibliographical research in chemical, medical and bibliographical journals. Space does not permit the listing of all his books, but his major publications are: *Bibliography of the Corrosion of Metals*; *Cooperative Cataloging of Medical Literature*; *Index to Bibliographies and Bibliographical Contributions Relating to the Work of American and British Authors*; and *Catalogue of the Memorial Library of Music at Stanford University*.

In recognition of his contributions to bibliography, he is serving as advisor on the World War Collection, Yale University Library, and as honorary consultant on Canadiana, Library of Congress. His membership in thirteen professional organizations indicates both the wide range of his interests and the esteem in which he is held by his fellow scholars.

The working life of the man is briefly described in the above paragraphs. It is only proper that a word should be added about the man himself. His impeccable good taste, his loyalty to his friends and his forthrightness have enriched his work and endeared him to his associates.

The library profession will continue to benefit from the bibliographical research which Dr. Van Patten plans to continue after

his retirement.—*Edwin T. Coman, Jr.*

Elmer Adler, one of the country's foremost authorities in the field of the graphic arts and founder of Princeton University's pioneering Graphic Arts Program, has retired as curator of the Graphic Arts Division of the Princeton University Library. Adler, organizer and still director of *The New York Times* Museum of the Recorded Word, was called to Princeton in 1940 to establish the first university program ever to offer undergraduates opportunities for expert instruction in the evaluation of fine printing. Prior to entering academic life, Professor Adler founded and for 18 years served as president of The Pynson Printers, New York City. He was also one of the editors of *Colophon* and in 1927 helped to establish the publishing firm of Random House. In 1947 he was the recipient of the Medal of the Institute of Graphic Arts, annually awarded for "significant contributions to the advancement of printing."

With Professor Adler's retirement, Princeton's Graphic Arts Collection, which has been housed at 36 University Place since 1945, will be moved into specially designed quarters on the second floor of the Firestone Library where it will be easily available to undergraduates and to others carrying forward research projects in the graphic arts.

Deborah Morris has retired from the librarianship of the University of Pennsylvania's School of Fine Arts, where she has served since 1910.

Rebecca Rankin has retired from the headship of the Municipal Reference Branch of the New York Public Library after 32 years' service.

Earl N. Manchester, director of libraries and professor of library administration at the Ohio State University, retired June 30, 1952. He thus completed twenty-four years of continuous service at one of the large universities in the country.

Mr. Manchester received his B.A. degree from Brown University in 1902 and the following year attended the New York State Library School. The library of his alma mater claimed his services in 1903 and he left Brown as reference librarian in 1911 to as-



sume the position of head of the Readers' Department at the University of Chicago. In 1918-1919 he served with the ALA War Services in camps in the United States and



*Earl N. Manchester*

overseas in France, on leave from the University of Chicago. From 1921 to 1928, when he became librarian at Ohio State, he was director of libraries at the University of Kansas.

During the twenty-four years of Mr. Manchester's distinguished service to Ohio State University, the library collections have grown from 310,000 to 925,000

volumes and the staff from 42 to 139 persons. He is a fine book man and bibliographer. One is not surprised to learn therefore that during his period of service at Ohio State he has not only contributed greatly to the quantity of the book collection but also to its quality. Under his careful work and study significant collections have been acquired in the fields of fine and applied arts, romance languages, classics, chemistry and bibliography. Thanks to his catholic taste long runs of serials, especially in such fields as chemistry and physics, have been gradually added to increase the research collections in the physical and biological sciences as well as in the humanities and the social sciences. Another significant contribution he made at Ohio State was the changed feeling in the library regarding public service. He began a new era in opening the collections to faculty and students and in making library patrons feel welcome in all campus libraries.

Professor Manchester's writings have appeared in various professional journals. He has been an active member of the ALA Council, president of the Kansas Library Association, president of the Ohio Library Association, president of the Chicago Library Club and a member of Phi Beta Kappa, Phi Gamma Delta, Torch Club, Franklin County

Library Association, Faculty Club and the Episcopal church.

All who know Director Manchester are continuously impressed by the cordiality, affability and gentility of the man. He has been a beloved figure on the Ohio State campus for over two decades. Those of us who know and love Earl Manchester wish for him the full measure of satisfaction in his retirement with Mrs. Manchester at their home at Daytona Beach and predict good fishing for him in the years to come—*Lewis C. Branscomb*.

Miss Thirza E. Grant, dean of the school of library science at Western Reserve University, Cleveland, Ohio, retired on July 1st. Miss Grant has been affiliated with the school for 45 years.

Born in Holland Patent in New York state, Miss Grant graduated from Oberlin Academy in 1903 and received the B.A. degree from Oberlin College in 1907, after doing undergraduate work there and at Olivet College (1905-6). She earned a diploma from the Western Reserve School of Library Science in 1908, and in 1915 was granted the degree of Bachelor of Library Science from the New York State Library School, now affiliated with Columbia University. She also has done graduate work in French at Western Reserve.

Miss Grant worked for one year at the Cleveland Public Library, returning to Western Reserve in 1909 as an instructor in library science.

She remained at Western Reserve University until 1913, when she became assistant in charge of the reference division at Michigan State Normal College at Ypsilanti. In 1915/16 she was reference librarian at the Oberlin College library, returning once more to the Western Reserve faculty in September, 1916.

Advanced to a full professorship at Western Reserve in 1925, Miss Grant twice was acting dean of the library science school before being named to head the division in 1944.

Dean Grant has been active in library and other educational organizations.

# Review Articles

## Patterns of Scholarship

*Changing Patterns of Scholarship and the Future of Research Libraries: A symposium in celebration of the 200th Anniversary of the establishment of the University of Pennsylvania Library.* [Rudolph Hirsch, editor] Philadelphia: University of Pennsylvania Press, 1951. 133p. \$2.50.

This is an important contribution to the literature of research librarianship. While the individual papers contain little that is new, the cumulative effect of the papers under the special circumstances of the symposium is very interesting. Participating in the symposium was an experienced group of some eight major speakers and twelve discussants. Of the total group, thirteen are now, or until quite recently have been, associated directly with research library administration. The other seven contributors are principally engaged in teaching and research and related scholarly pursuits. Much of the interest grows out of the fact that the speakers were assigned their topics, in advance of the meetings, with specific and, in a number of instances, provocative commentaries. A fair share of interest in reading the symposium therefore, relates to the contrast between what those who are primarily librarians and what those who are primarily scholars have to say on some of these common topics. The papers are also interesting for the other variant views they contain and for what is not said.

The topics cannot all be equally important, but a very wide range of the critically current and important is covered. The commentaries in a number of instances are so phrased as to reveal an intentional or unintentional bias on the part of the organizer, Charles W. David, which the speakers sometimes accept, and sometimes depart from quite sharply.

It is neither necessary nor possible for this review to attempt to summarize all the aspects of this Symposium, but it is appropriate to indicate the nature of some of the topics and, where it seems possible, something concerning the kinds of answers that were presented. The general topics of the Symposium together with the principal speakers were as follows:

"Patterns of Research and Changing Library Needs," *Crane Brinton and Conway Zinkle.* Discussion by *Ralph A. Beals* and *George A. Hutchinson.*

"The Ever-Expanding Demand for Materials and the Threatened Decline of Support: How shall the Gap be Filled?," *Keyes D. Metcalf.* Discussion by *Luther Evans* and *Alfred H. Williams.*

"The Research Library in Contemporary Society: A Problem of the Proper Recognition of Services Rendered," *Carl M. White.* Discussion by *Kurt Peiser* and *Louis B. Wright.*

"The Balance of Conflicting Interests in the Building of Collections: Comprehensiveness versus Selectivity," *Verner W. Clapp* and *Ralph Ellsworth.* Discussion by *Albert C. Baugh* and *Donald Coney.*

"Libraries and Scholarship: Should Libraries Be Passive Instruments of, or Active Participants in, Research?," *Harry M. Lydenberg.* Discussion by *Conyers Read* and *Warner G. Rice.*

"What Type Research Librarian?," *Louis Round Wilson.* Discussion by *C. H. Brown* and *Donald F. Cameron.*

In the presentation these topics were divided into two major areas: "The Library" and "The Intellectual Process." As the topics were outlined and presented, this distinction was not very meaningful. The pattern of the symposium consisted in the presentation for each topic of a major, but brief, paper—in two instances, two papers were presented—followed by a more or less formal commentary or extension of remarks by two discussants. Following this there was usually some further very informal discussion including the program participants and the audience. Only the last element of the program is omitted from the published volume. It will be seen that the title of the book is a little misleading since it turns out that the papers deal with changing patterns of research in only a very limited way.

There are a few general observations that one may hazard on these interesting proceedings. First, the papers indicate that the scholars and the librarians—to set up a dichotomy that is common in our professional vocabularies but which is often non-existent in practice, as *Wilson* reveals very nicely in his paper—are, in a considerable measure, concerned

about the same things, but the answers to their concerns often take quite different directions.

There is a widely expressed concern with the physical growth of libraries and the increase in the costs of operation of large scholarly libraries. There is some mutual concern with bibliographical organization.

The humanistic scholar's approach to these problems is given by Messrs. Brinton, Baugh, and Read, and one can distinguish common and divergent attitudes even though each of these speakers participated in different topics. Brinton does not seem concerned with either the growth of literature or the bibliographical organization of it. He pleads for even greater coverage including what he recognizes as the apparently trivial and ephemeral, but is satisfied to leave library bibliographical organization at approximately its present levels. His views are succinctly put in the first paragraph where he says that the demand upon facilities "... is ... almost infinite, wholly elastic. We shall take what you give us, and always ask for more."

Baugh, while stating the case for fairly comprehensive coverage, recognizes that some degree of selectivity in library acquisitions is inevitable and outlines the levels on which selectivity might well be approached. At the level of greatest specialization he joins with Coney in asserting that the collecting policies of the research library should reflect the current interests of the faculty.

Conyers Read in a series of forceful and refreshing remarks implies that exhaustive coverage in special subject fields might best emerge in the future from an increasing number of smaller specialized libraries such as the Folger and the Library of the College of Physicians. He hopes that such libraries can be established. These libraries could concentrate their collecting about a limited subject area and develop concurrently special bibliographical tools of great value to research personnel.

The scientists, Zirkle and Hutchinson, seem in some ways closer to the thinking of the librarians. Zirkle and Hutchinson both recognize the fundamentally critical aspects of the present rates of growth. Zirkle recognizes the problem essentially in terms of the need for a far more elaborate and efficient bibliographical organization of literature, but

Hutchinson points out more clearly than anyone else in the symposium that a large amount of the growth is wasteful and redundant and recognizes that among the fundamental solutions is a requirement that research personnel write only when they have something worth saying and then do so clearly and succinctly. But Mr. Hutchinson makes another observation of importance that may easily be overlooked, for he does not stress the point. He urges that "... a great deal more effort should be put into making comprehensive monographs and summaries that really do render most copies of everything that went before quite unnecessary, at least in the sciences." It has been for a long time one of the most firmly established scholarly traditions that an author should always go to the original sources—if he can. A basic change in the methods of scholarship of the kind outlined would obviously be difficult to carry through, yet, in the opinion of the reviewer, such a change in many fields of knowledge may well become imperative. The sheer growth of knowledge will require that scholars be increasingly concerned about the efficient disposition of their time, and they will more and more find it impossible to read and digest all of the relevant original works bearing on a piece of investigation—even if the original works are isolated by an efficient bibliographical apparatus.

The librarians believe that individual libraries cannot be complete on all aspects of knowledge, but there appears to be no consistent agreement among them on the effects of this observation and the ways in which it should be recognized and met. It is said that libraries will, and should, continue to be as complete as their individual resources will permit, that they can solve the problem either at the national or regional level through co-operation in storage and acquisition, that inter-library loan is not an adequate substitute for immediate access, that the importance of immediate access is tangible but quantitatively and qualitatively unknown, that the solution is not one of contraction in collecting and services, but greater public recognition and support, that federal and industrial support of large research libraries may be a partial answer, that the relation of collections to bibliography—local, regional, national, subject—is important, but imperfectly understood.



From all of this it becomes clear that both the librarians and the scholars are conscious of critical problems affecting research libraries. On the whole the librarians are more conscious of the ramifications of the problems than are the scholars. While there are a large number of solutions and partial solutions suggested, there is no real unanimity on the direction in which solutions are most likely to be found. Furthermore it is important to note that many of the proffered answers are unlikely to be within our grasp in the immediate future. Above all it is apparent that there are major gaps in our general knowledge of scholarly needs and behavior that urgently require filling, if we are to find appropriate answers. It is in the stimulus to such thinking that the principal value of this book rests. We congratulate the University of Pennsylvania on this highly constructive observation of the 200th anniversary of the founding of its library.—*Herman H. Fussler, University of Chicago Library.*

## Philosophy of Professional Education

*Social Work Education in the United States; the report of a study made for the National Council on Social Work Education.* By Ernest V. Hollis and Alice L. Taylor. New York, Columbia University Press, 1951. xviii, 422p. \$5.50.

Librarians familiar with the activities leading to presentation of standards for accreditation by the American Library Association's Board of Education for Librarianship to the Association's Council last summer, will remember the senior author of this study, Ernest V. Hollis, for his two appearances before groups of the library profession in the interests of clarifying basic issues and reaching an understanding of the proper role of an accrediting body within a profession. In the opinion of this reviewer, then chairman of the Board of Education for Librarianship, Hollis' steady hand based on wide experience and study of professional education was a significant factor in producing a document which received the Council's unanimous approval (reported in *American Library Association Bulletin* 46: 48-9, February, 1952).

This study of social work education was

done with the assistance of Alice L. Taylor, training consultant, Bureau of Public Assistance, Federal Security Agency, and in consultation with many others in the field of higher education in general and social work education in particular. Titles of the three major sections describe its scope: I. Foundations for Educational Planning; II. Charting a course for Social Work Education; and III. Implications: Translating the report into action. The book is reviewed here, not so much for its contribution to the field of Social Work Education, which will no doubt be considerable, but rather for its relevance to current problems in developing a sound program of professional education for librarianship. The questions in common with librarianship are many including: (1) need for a more thorough understanding of the evolution of education for librarianship; (2) need to define more clearly the scope and status of library work and to take cognizance of the probable future role of librarians in a highly complex society; (3) decisions as to the respective roles of the undergraduate and graduate colleges in the professional education of librarians and the desirable administrative structure within institutions of higher education; (4) educational responsibilities of professional associations; (5) accreditation. Except for some elision and the substitution of library work for social work, the above topics are actually the chapter headings of the Hollis-Taylor study.

Working backwards with respect to the above list of topics, six different organizations are now engaged in some form of accreditation of social work education or have expressed such intentions: (1) American Association of Medical Social Workers; (2) American Association of Psychiatric Social Workers; (3) American Association of Group Workers; (4) National Association of School Social Workers; (5) American Association of Schools of Social Work (54 schools accredited up to 1950); and (6) National Association of Schools of Social Work Administration (listing 39 members in 1950). The first four are individual membership organizations, the last two, associations of institutions. A fundamental cleavage between the latter stems from differences of opinion on the amount of general education that should precede the professional program and on the nature of preprofessional

courses. The National Association advocates beginning a professional program as early as the junior year and including semiprofessional and professional content in the senior year of undergraduate study. The American Association in contrast, restricts professional courses to the postbachelor's degree level of study and recommends a less fixed sequence of professional courses to undergraduate colleges. The inability of these two associations to resolve their differences was a primary cause of this study of social work education. One of the major outcomes expected is the development of a proposal on which all major segments of the profession can reach a working agreement and present a united front to the National Commission on Accrediting and to the general public.

Librarians may have reason to be thankful that they are not quite like the social workers in this respect. Still, we already have or have been on the verge of having something like this same complex of accrediting interests (e.g., Association of American Library Schools, American Library Association through the Board of Education for Librarianship; Joint Committee on Library Education; Medical Library Association's activities in certifying medical librarians; Council on Library Education, etc.)

The Hollis-Taylor program for resolving differences and presenting a united front is of particular interest. It would accept as a kind of premise that the character of a profession is largely determined by what it is willing to accredit as education. It would have those concerned examine the concept that education for social work, as is true for all professions, is really a whole and indivisible process which educators divide into undergraduate and graduate segments, largely for administrative convenience. It would have those concerned reach a working consensus for establishing a line of demarcation between graduate and undergraduate preparation suggesting that the nature and quality of the latter be left as a primary responsibility of those who manage and accredit undergraduate colleges.

With agreement on what *not* to accredit, agreement is needed on what is to be included in the graduate professional program, and equally important, the relationship between the basic or generic curriculum and education for the several specializations. A good case

is made with evidence and by analysis for a different kind of basic curriculum drawing more heavily on the relevant concepts from such fields as genetics, physiology, medicine, psychiatry, psychology, economics, political science, and anthropology; and enriched by concepts developed by and now taught in the different social work specializations.

Within agreed-upon boundaries and understandings as to the nature of graduate professional social work education, a duly authorized accrediting commission operating under the auspices of the National Council on Social Work Education or its equivalent could establish criteria, norms, regulations and procedures by which the program and facilities of a school could be evaluated. All of the organized major segments of the profession could be represented on this commission, as well as university administration and the public. The several school and practitioner associations mentioned earlier would delegate their accrediting functions to the commission. It would not be administratively and fiscally dependent on any one school, practitioner, or agency membership association. Decisions would be final and not subject to review by the sponsoring Council, although the Council would review from time to time the policies which constitute the mandate under which the commission works. The commission would thus perform the policy-forming and judicial functions required for making and enforcing accrediting policies and procedures.

Accrediting was stressed in this review first because the study sought primarily to resolve this problem in social work education, and second, because of the similarity of the problem to that of the library profession. Other sections of the study have much to offer those concerned with professional education for librarianship. No panaceas are offered. Still, the problems common to professional education regardless of area are analyzed and possible solutions suggested, but almost always (and I think properly) leaving final decisions to social workers and those responsible for social work education.

This reviewer is left with impressions not unlike that following a first reading of the report of the Inter-Professions Conference on education for professional responsibility, held at Buck Hill Falls, Pa., in 1948. (Pittsburgh, Carnegie Press [1948]): (1) what we don't

know about professional education in each and all of its aspects far exceeds what we know; (2) the problems and possibly the solutions are not much different as between the professions; (3) we may be expecting far too much to happen to a student in one, two or even three years of professional study even though in addition to four years of college; (4) the librarians have done no worse and may well be doing better than average for the professions including those with a longer experience such as Law, Medicine, and Theology; (5) meaningful improvements are likely to come slowly and then only if the importance of the task is recognized by the profession as a whole and in terms of substantial time, effort and energy devoted to it.—Richard H. Logsdon, *Columbia University Libraries*.

## Books and Printing

*Books and Printing: A Treasury for Typophiles*. Ed. by Paul A. Bennett. Cleveland and New York, World Publishing Company, 1951. 417p. \$7.50.

A treasury says Webster, with all the exactitude and cool inadequacy of a lexicographer's definition, is "a place or building in which stores of wealth are deposited . . . any repository for treasure . . . hence, a work containing much knowledge, wit, or the like."

It is to be hoped that no editor would lightly assign to a volume that he had nurtured into existence the sub-title "A Treasury of . . ." or "A Treasury for . . ." without first carefully searching both his conscience and his text to be sure that he was perfectly justified in so doing. While those of the literary calling are less apt perhaps than are their commercial brothers who make patent medicines and breakfast foods to be apprehended by the guardians of the law for little misrepresentations of the character of their products, one likes to think that on the whole the world of books is a realm wherein the producers are folk of honesty as well as humility who would not claim more for their wares than they really are: that any collection or anthology was a treasury unless it really was such.

Happily, it can be reported that Paul A. Bennett's *Books and Printing* as "A Treasury for Typophiles" is a treasury in a far richer sense than that expressed by the "harmless drudges" (as Doctor Johnson styled dictionary

makers) of the Merriam Company.

Bennett presents a galaxy of great modern bookmen represented by some of their best short writings. Of the forty-two articles and essays, all save an excerpt from James Watson's *History of the Art of Printing* (1713) and a dialogue (late 19th century) by Theodore Low DeVinnie are of the period 1919 to 1951. A few of the pieces have been revised or supplemented by postscripts for inclusion in the present volume.

*Books and Printing* is not primarily of an historical nature, nor is it a textbook. It is, rather, a blending of some historical and biographical elements with treatises on a great number of different aspects of type, printing, and bookmaking in general, forming a collection which may be picked up or laid down at any point and still fulfill its purpose of adding riches to "the savings account of your memory."

With regard to the material included, the editor notes, "Where there was a choice, the preference was for the author with a point of view and the ability to express it interestingly." The measure of his success in selection lies in the realization that disparity of quality between the many parts, which is sometimes great and discouraging in such works, is but little, if at all, apparent here.

The opening chapter, Otto F. Ege's "The Story of the Alphabet," traces, character by character, the physical development of our twenty-six letters. Next, Lancelot Hogben's "Printing, Paper and Playing Cards" tells the history of the use of the alphabet.

This sets the stage for the essays that follow, dealing with the specialized and the general, the theoretical and the practical in all phases of the book arts and typography. There is Ruth S. Granniss on colophons, Edward Rowe Mores on metal flowers, and Edwin Elliott Willoughby, familiar to *Library Quarterly* readers, on printers' marks. Present are Wroth and McKerrow, Morison and Gill, Rogers and Updike, and a host of others.

Porter Garnett's engaging treatment of fine printing, "The Ideal Book," is included, while W. A. Dwiggins, Desmond Flower, and Robert Josephy each discuss quality of present-day bookmaking, its accomplishments and failures. Two subjects, both of which are covered by a group of interesting essays, are private presses and the concept of "traditional"



vs. "modern" typography.

In a number of instances Mr. Bennett has performed a service that should surely endear him to librarians especially, that of putting valuable material into more readily available form. To mention but one example of this, Edwin Grabhorn's "The Fine Art of Printing" is an essay about paper, ink, type, and also binding that did not deserve the oblivion of the fifty-copy edition in which it was published nearly twenty years ago.

A charming feature of *Books and Printing* and a technical problem well handled is the setting of the volume in some twenty different type faces. While the majority of the essays are in Janson, others are in faces selected to carry the texts of their own creators or chosen because of an appropriateness to the subject matter. Bennett adds significance to this manner of handling in the final essay, his "On Type Faces for Books," which includes specimens of and notes on each of the types used.

The editor's accomplishment in amassing a rich treasury for the typophile is admirably complimented by designer Joseph Trautwein's accomplishment in providing for it a fine and worthy format, this being attested by the volume's selection as one of the "Top Honor Books" in the Chicago and Midwestern Book-making Show and as one of the "Fifty Books of the Year" of the American Institute of Graphic Arts.

*Books and Printing* deserves high recommendation for library shelves and also for librarians' personal collections.—Edward Conery Lathem, Dartmouth College Library.

## The Public Librarian

*The Public Librarian. A Report of the Public Library Inquiry.* By Alice I. Bryan. With a Section on the Education of Librarians by Robert D. Leigh. New York: Columbia University Press, 1952. 474p. \$6.00.

Public librarians have had the stimulating experience over the last several years of looking at themselves as others see them. The painstaking accumulation of data by the Public Library Inquiry staff has produced one after another facet of the image that could not otherwise be seen. Some will say that the mirror is so imperfect that the image is almost a caricature. Few will deny the value of all of its parts. *The Public Librarian* is likely

to produce as little conflict of opinion as to its worth, accuracy, or conclusions as any in the series. It is noteworthy that this should be so, as the volume is concerned with the public librarian himself, with the basic questions of personality, training, recruitment, personnel practices and organization, economic status and individual motivation of the individual librarian at all levels. Because the materials of the book are so basic, it can be read with profit and interest by all members of the library profession whether in the public library field or not.

It is fascinating, if not vital, to know that most of the librarians queried would again choose librarianship, that they went into library work because they liked books and people, that male librarians rate highest on the career potential scale as musicians, and that 87% read for recreation. However, it is surprising and important to learn that only 51% hold A.B. or B.S. degrees.

Parts III and IV of the Bryan book are the sections most likely to absorb the interest of college and research librarians. Here are handled those knotty and controversial problems of recruitment and training, selection and morale that are common to all types of libraries large and small. We all use the same training institutions and, therefore, are vitally concerned with the way the library schools are doing their job.

Administrators of the smaller libraries might feel that the fundamental criticisms that are implicit in the description of personnel administration do not apply to them. How many of them could, however, take to heart and act upon the suggestions for improved methods of selection, of internal communications, of public and staff relations and record keeping, especially for performance evaluation. The larger libraries which face these problems in a more acute form have moved forward at least haltingly in the direction of meeting them. Multiple and secret classification pay plans, hit or miss training, and the mystified and bewildered staff are not limited to the large, complex institutions.

Several needs fundamental to the profession as a whole emerge for the thoughtful reader as basic. The foremost is certainly improved economic status. Little progress can be made in recruiting for the profession until librarians can look forward to a reasonably adequate

financial return. Others would be a vigorous and sustained effort to raise both the quality and number of those going into the profession, to make the teaching of librarianship more attractive to promising candidates, to provide job information and candidate information in order to assure better matching of jobs and people, to bring the principles of sound personnel administration into operation in all libraries.

Criticisms of the book limit themselves rather well to criticisms of the method, since the results are interpreted with an honesty, objectivity, fidelity and restraint that are a credit to the author. The sampling method was in this case so intensive, if not extensive, in its operation that a great deal more of expressed opinion lies behind the results than is customary with the sampling method. The safeguard of anonymity in answering the questionnaire should insure a high degree of sincerity in the reply. I for one wonder how many yielded to the temptations of casualness or flippancy behind the veil of anonymity. Not many I think.—*Bernard Van Horne, Detroit Public Library.*

## History of Science

*A Guide to the History of Science; a First Guide for the Study of the History of Science with Introductory Essays on Science and Tradition.* By George Alfred Leon Sarton. Waltham, Mass., Chronica Botanica, N.Y., Stechert-Hafner, 1952. xvii, 316p. \$7.50.

The history of science is being studied and consulted more frequently by contemporary historians and social scientists than at any time since the seventeenth century. The cry that the scientist must become socially conscious is matched by the cry that the social scientist must know what science has done in order to understand what it will do. Civilization today affects scientific development and in turn is affected by it. Hence, the librarian whether in a science library or in a general library will find a demand for and a need to know the tools which serve as a key to unlock the storehouse of knowledge concerning the heritage of modern science.

*Isis* and *Osiris* are by-words in the history of science. To these we can now add *Horus*, the recommended citing title of Sarton's

"Guide to the History of Science." This new publication will strengthen the arm of every scholar and more particularly every research librarian. It is gratifying to note the increase in the number of guides to the literature of various subjects in the sciences. Chemistry, Mathematics, Physics, Zoology, Entomology, Geology and now the History of Science are well provided with guides.

Sarton's "Guide" is in two parts. The first contains three introductory lectures explaining the purpose and meaning of the history of science. These make fascinating reading. The second part, entitled, "A first guide for the study of the history of science," is a great amplification of the bibliography which was published as an appendix to the author's "Study of the History of Science," Cambridge, 1936. It includes a critical bibliography of works on methodology, and various types of reference tools; a selective list of abstracting and review journals (by Claudius F. Mayer); a directory of societies, national and international devoted to the history of science; critical bibliographies of works on the history of science arranged by country and some forty-one special branches of science; a critical listing of journals and serials concerning the history of science (with Claudius F. Mayer); a section on institutes, museums, libraries, and a special section devoted to international congresses. The annotations which are given for most of the publications cited are written in a most interesting and entertaining manner. For example, in speaking of a publication which contains a style manual as an appendix, Dr. Sarton notes that of the principles enumerated, every student "ought to know them as well as he knows how to spell and how to blow his nose."

"A little knowledge is a dangerous thing" and it is always tempting for one on the fringes to seize triumphantly upon and to belabor some minor point which seemingly does not measure up, but Dr. Sarton charmingly disarms the reviewer by his statement on page 71, "Every bibliography contains errors by omission or by commission and at best it is bound to be vitiated by an irreducible minimum of accidental arbitrariness." I cannot refrain, however, from pointing out that the citing title "Horus" which appears only at the head of the title page is bound to cause some bibliographic confusion. Neither the publish-

er's blurb, book jacket, binders' title, nor the half-title contain the word, Horus.

This "Guide" is a must acquisition for the reference shelf of every college and research library.—*Thomas P. Fleming, Columbia University.*

## Medical Bibliographers

*The Great Medical Bibliographers: A Study in Humanism.* By John F. Fulton. Philadelphia, University of Pennsylvania Press, 1951. xv, 107p., 37 figs. \$4.00.

As the Rosenbach Fellow in Bibliography for 1950, Dr. John F. Fulton, Sterling Professor of the History of Medicine at Yale University, delivered three informative lectures on medical bibliography. These lectures, cleverly written and fully documented have now been printed in an attractive format by the University of Pennsylvania Press.

The first lecture deals with the origin of bibliography under the influence of Bishop Johann Trithem. The first real medical bibliographer was Symphorien Champier with his *De medicinae claris scriptoribus* (Lyon, 1506). The outstanding medical bibliographer of the sixteenth century was Conrad Gesner whose *Bibliotheca universalis* (Zurich, 1545) contains an immense alphabetical listing of authors with abstracts of their publications, both printed and manuscript. With Gesner the science of bibliographical description was born.

The second lecture on the seventeenth and eighteenth century covers a period in which Dr. Fulton is particularly interested. His accounts of the first medical book sales and the first book sellers' catalogs with bibliographical descriptions are particularly intriguing. Due attention is given to the outstanding bibliographer, Albrecht von Haller (1708-1777), and the great bio-bibliographers, Eloy and Atkinson.

The third lecture covers the expanding field of medical subject indexes and the contributions of Ploucquet, Forbes and Callisen. John Shaw Billings and the great *Index Catalogue of the Surgeon-General's Library* (now the Armed Forces Medical Library) are given well justified appreciation. The medical-bibliographical works of Choulant, Osler, and Geoffrey Keynes are treated with some length. The volume contains five appendices: 1) The

various editions, extracts and supplements of Gesner's *Bibliotheca*, 2) A list of early medical book sales, 3) Descriptions of the various Haller bibliographical publications, 4) A list of the works of Johann Ludwig Choulant, and 5) A full description of the twenty-two personal bibliographies compiled by Geoffrey Keynes. There is a special section of thirty-seven figures illustrating the various outstanding items discussed.

Here is another example of how the rich resources of libraries can be put to work in the hands of a skillful scholar. Dr. Fulton is fortunate in having available the rich collections of Arnold Klebs (1870-1943), Harvey Cushing (1869-1939), in addition to those of the Yale Medical Library and his own outstanding collection.

Medical bibliographers throughout the centuries have been leaders in the bibliographical field, and this publication should be present in every library concerning itself with bibliography and the broader field of documentation.—*Thomas P. Fleming, Columbia University.*

## Library Literature

*Library Literature. 1949-1951.* Edited by Dorothy Ethelyn Cole. New York, H. W. Wilson Co., 1952. 862p. (Service basis).

Librarians have come to know that if they want to find bibliographical citations to literature relating to problems in their field they consult *Library Literature*. The current cumulation covers the years 1949 through 1951. Miss Cole, the editor, has made an effort to include foreign publications for the war years. Also, it is intended to fill in as many gaps for foreign publications as possible in future issues.

The present indexing includes 120 periodicals, as compared to 97 in the 1946-48 volume. As in past issues, it also includes a "Check-list of Professional Publications." Miss Cole notes that the library school theses indexed have greatly increased, a result of the thesis requirement for the master's degree in library schools which have changed from the bachelor's degree. Cooperation from library schools is essential for *Library Literature* to be complete in this respect, and one is somewhat disturbed to find such Columbia omissions as the essays by Budington, Bump, Martignoni, Schein, Stickle, Stripling, and



Thurlow (see "Graduate Theses Accepted by Library Schools in the United States, 1950-1951—Supplement," *Library Quarterly* 22:36-37, January, 1952), and the essay by Malcolm (George Peabody) listed in the *Library Quarterly* 20:296, October, 1950. There may be others, as no effort was made to check all items.

Material relating to college and research libraries may be estimated as abundant when one realizes that 12 pages of entries are needed for "College and university librarians" and "College and university libraries" and its various subdivisions. Many more references of special interest are included under such headings as Acquisitions, Bibliographical control, Bibliography, Cooperation, Photographic reproduction and projection, Reference books, Research and the library, and Research materials.—*Maurice F. Tauber, Columbia University.*

## Management Terms

*The Management Dictionary; Standardization of Definitions and Concepts of the Terminology in the Field of Personnel Management.* By A. E. Benn. New York, Exposition Press, 1952. 376p. \$7.50.

It is fairly easy for a reviewer to pick out faults in a compilation of this sort, especially a pioneer reference book in its field. One can criticize the omission by the *Management Dictionary* of a definition for cost accounting (one of the 14 topics specifically mentioned as being within the scope of the book). Then there is an elaborate, inconsistent system of indirect entries, using DEPARTMENTAL RANKING, ORDER OF MERIT and ORGANIZATION, COMMUNIST-ACTION; but GUARANTEED ON-TRIAL RATE and 100 PER CENT PREMIUM PLAN. There are numerous cross references, but one looking under COMMUNIST-ACTION ORGANIZATION; RATE, GUARANTEED ON-TRIAL; or PREMIUM PLAN, 100 PER CENT would not find any guide. The compiler's penchants for listing abbreviations twice, with and without the periods (as ALA, A.L.A.) and for the expression "and so forth" are annoying.

However the essential criteria in judging a dictionary are the proper choice of words and phrases to be included and the accuracy and

clarity of the definitions. To insure excellence in these endeavors, the compiler analyzed statistically over 50,000 possible concepts; definitions were compiled from 8600 current (1945-) sources, including some 3300 periodicals, 2600 newspapers, 1400 pamphlets, 1200 monographs and 100 speeches. Only those concepts defined similarly at least five times were retained. Thus the method of compiling items and defining them seems unusually valid.

The definitions should be correct as far as they go, though in that for the LABOR-MANAGEMENT RELATIONS ACT not too much light is cast on the provisions:

"Federal legislation, enacted June 23, 1947, which amends the National labor relations act of 1935; it deals with labor and management relations affecting interstate commerce. Abbreviated L.M.R.A. Syn.: Taft-Hartley law."

This characteristic is neither rare nor, on the other hand, typical.

The dictionary can be improved, and a possible future second edition should be more satisfactory. It provides definitions of words and phrases, with their synonyms and antonyms, and explanations of symbols and formulas, brought together for the first time in one alphabetic list. For its accuracy and convenience, it is recommended to business, industrial engineering, labor and personnel management libraries.—*Robert Scott, Engineering Library, Columbia University.*

## Marginal Punched Cards

*Marginal Punched Cards.* By Howard F. McGaw. Washington, D.C., The Scarecrow Press, 1952. 218p. \$4.50.

Many librarians shy away from articles containing statistics set forth with highly technical explanations that only practising experts can appreciate. They are apt to treat similarly the descriptions of punched card routines that have been appearing the last few years in regard to the bibliographic control of the literature of scientific and technical subjects. The relatively small number of articles on library applications of punched card systems has shown a conscious effort on the part of the writers to use terms familiar to any librarian with an ordinary knowledge of mathematics, but Dr. McGraw takes the extra precaution of warning readers on page 61 of his book:

(Librarians who have had no experience with

marginal punched cards may find it advisable to skip the remaining section of this chapter. Such persons may proceed, without handicap, to Chapter IV, since pages 61 to 79 deal with types of coding but infrequently found in college and university library systems.)

The rest of the book, while it gives evidence of its author's intensive study and thorough understanding of the use of all types of punched cards, should appeal even to those librarians who pride themselves on not being gadget-minded. Dr. McGaw's expressed intention (p.173) is "to maintain the point of view that the marginal punched card system, wherever installed, should always be regarded as a means to an end—the end not of a narrowly-defined economy, but of optimum efficiency for the library staff and of optimum service to the library's clientele."

This concern, that the routines developed around the cards shall benefit the library's users, is demonstrated particularly in the various references to procedures initiated in the Ohio Wesleyan University Library (during Dr. McGaw's administration there, as he modestly does not state). By using a Keysort card with double rows of punches on the margins, the library staff was able to code information about the students' reading habits that could later be translated into library reports to the faculty and administration as indications of the quality of service the library provided and of the effect of library use on the students' performance in class. To the reviewer, the coding necessary to incorporate so many different items presents the serious personnel problem of having either unusually accurate and cooperative clerical workers to handle the cards or of using the professional staff of the circulation desk for more routine work than is customarily acceptable. Dr. McGaw admits that "librarians may conceive ambitious plans for the obtaining of information on book use, only to have such plans cancelled by other considerations." (p.101) However, he issues no warning that the efficiency of a system depends on its suitability to the operating personnel available. If a new group of workers, young enough in their attitude to be interested in experimenting, can be employed, and enough supervisory time can be given to training them carefully, a complicated code may prove practicable. But if an existing staff must be used, it will be wise to

consider just how flexible its members are, whether they will readily accept changes in routine unless the changes are obviously labor-saving and undemanding of mental alertness. Another factor for consideration is the difference in the time individual clerks or librarians will take to needle marginal punched cards. The claims of the McBee Company of the speed of needling Keysort cards are based on the performance of efficient operators. Probably any code requiring several needlings to obtain one variety of information should be established only if the operation is to be performed infrequently.

As has been implied, *Marginal Punched Cards* describes chiefly the library applications worked out with the McBee Keysort card which is used in most of the libraries mentioned. Other cards and systems are treated in an appendix and are referred to in the text only as occasion arises. Almost a third of the book is devoted to the use of the cards in circulation routines, because it is in that area that most applications have been made. However, an illuminating chapter on their use in other departments of the library gives much material that has been secured largely by correspondence and interview. Throughout the text and in the appendices are excellent illustrations of equipment and handling methods. Addresses are carefully noted for the manufacturers of all accessories and for the librarians who have worked out adaptations. Wherever possible prices of supplies are included, with the date when they were in effect. Many of these prices have probably increased since the book was written, but at the same time the salaries of clerical workers have increased to a much greater degree, so any saving in such salaries will more than offset increases in the cost of supplies.

A comprehensive bibliography and the simplicity and clarity of Dr. McGaw's descriptions of coding and sorting methods make this book an essential guide for any librarian "just beginning his explorations of the use of marginal punched cards." (p.3) Those who have been working with them will find a considerable body of information not previously in print. The book should stimulate other librarians to publish accounts of their experiences, since they can contribute to the solution of current problems.—Katherine M. Stokes, *Western Michigan College Library.*

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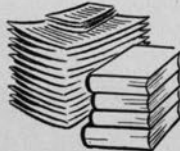
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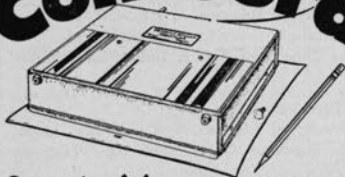
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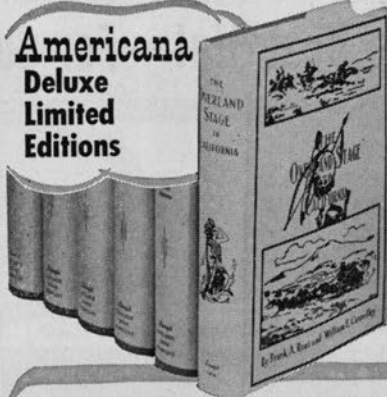
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## Prepared by Carlyle J. Frarey

### Abbreviations

Standard abbreviations for names of organizations, ALA, ACRL, LC, etc., are alphabetized as if spelled out. Other abbreviations used include:

appt.	—appointment
cat.(s)	—catalog(s)
coll.	—college
l.(s), ln.(s)	—library(ies), librarian(s)
port.	—portrait
ref.	—reference
rev.	—review(er)
univ.	—university

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